

SMARTERSLIDES.

USER GUIDE v1.20

POWERED BY SMARTER ONES

www.smarter-slides.com

CONTENT

A. INTRODUCTION.....	4
B. PRODUCT OVERVIEW	6
C. INSTALLATION AND UPDATE	7
1. Requirements	7
2. License	7
3. Installation.....	9
4. Updates	10
5. Language	11
D. SMARTER SLIDES LIGHT	12
6. Clean	12
7. Spell Check Language	13
8. Agenda.....	14
9. Slide Status	18
10. Status Object	20
11. Progress Bar.....	21
12. Title Progress	22
13. Position and Size Picker	23
14. Smarter Toolbox functions (Copy).....	24
15. Replace Color.....	26
16. Replace Font.....	27
17. Standard PPT Functions.....	28
E. SMARTER ORGANIZE	30
18. Save	30
19. Smarter Templates	31
20. Custom Templates.....	34
21. Agenda.....	35
22. Mini Slides	39
23. Progress Bar.....	40
24. Slide Progress	41
25. Title Progress	42
26. Slide Status	43
27. Tag Objects	44
28. Clean	46
29. Spell Check Language	48
30. Track and Show Changes.....	49
31. Google Translate	50

32.	Google	51
33.	Wikipedia.....	51
F.	SMARTER FORMAT	52
34.	Fast Wizard	52
35.	Expert Wizard	53
36.	Format Picker	57
37.	Color Picker.....	58
38.	Position and Size Picker	59
39.	Distance Picker	60
40.	Adjust to Layout	60
41.	Increase / Decrease	61
42.	Dynamic Size and Position.....	63
43.	Replace Color.....	66
44.	Replace Font.....	68
45.	Selective Format.....	69
46.	Status Object	70
47.	Smarter Toolbox.....	71
48.	Standard PPT Functions.....	77
G.	SUPPORTING FUNCTIONS.....	79
49.	Slide Manager.....	79
50.	Color Selection Manager	79
51.	Custom Setting Manager.....	80
52.	Activation Key Manager	83
H.	USE CASES	84
53.	Save Copy	84
54.	Smarter Templates	84
55.	Custom Templates.....	84
56.	Agenda.....	85
57.	Mini Slides	85
58.	Progress Bar.....	85
59.	Slide Status	86
60.	Tag Object.....	86
61.	Clean.....	86
62.	Spell Check.....	87
63.	Track and Show Changes.....	87
64.	Google Translate	87
65.	Fast Wizard	87
66.	Format Wizard.....	88

67.	Format Picker	88
68.	Color Picker.....	89
69.	Position and Size Picker	89
70.	Distance Picker	90
71.	Adjust to Layout	90
72.	Increase/Decrease.....	90
73.	Dynamic Size and Position.....	91
74.	Selective Format.....	92
75.	Status Object	92
76.	Smarter Toolbox.....	93

A. INTRODUCTION

ABOUT SMARTER SLIDES

Welcome to Smarter Slides, your professional add-in for PowerPoint.

Smarter Slides is a fully integrated add-in that will bring the capability of PowerPoint to the next level. More than 100 additional functions will make your presentation preparation easier and less time-consuming to let you focus on creating relevant content. Besides working more efficient, Smarter Slides will enable you to create consistent and professionally looking presentations to impress your audience. Two new ribbons – Smarter Organize and Smarter Format – give you access to several new functions directly accessible in PowerPoint.

Most of the people in the modern business world are working with PowerPoint on a daily basis. If you are one of them, we are sure that our add-in will help you to spend more time on creating meaningful content rather than time-consuming and repetitive tasks – such as formatting, arranging and adjusting shape formations. Boost your efficiency and productivity and prepare amazing presentations.

Ok, there are a lot of tools around offering solutions to those and similar problems. But there is one big difference: we offer a solution which doesn't cost hundreds of euros each year. Our goal is to provide you an affordable PowerPoint add-in with several functions which will support you in your daily work. We promise there won't be any better cost-benefit ratio. Just start using Smarter Slides and enjoy the huge offer of new and enhanced PowerPoint functions, little helpers for your daily work and a lot of pre-defined templates for ever (yes, correct). No service charges and no subscription.

If you have any questions or ideas for new functions or improvements which would make your PowerPoint life easier, don't hesitate to [contact us](#). Like every other start up business we can be reached around the clock. We don't have any bots that draft and send an automatic reply, so you have to deal with real people at the other end – sorry for that!

ABOUT THIS DOCUMENT

But now coming to the point: This document will help you to understand the products and functionalities of Smarter Slides and will guide you along the first steps using the software. If you are already working with Smarter Slides, this manual will aid you as a reference book for your everyday use. All important buttons, windows and functions are explained individually.

Before describing the functions, which will pimp your PowerPoint, we will guide you through the product overview, installation and licensing process to get you started with Smarter Slides.

The next chapters are divided into Smarter Slides Light, Smarter Organize and Smarter Format – exactly like our Smarter Slides add-in.

(1) SMARTER SLIDES LIGHT

Smarter Slides Light is a selection out of Smarter Organize and Smarter Format functionalities. These functions provide you with the essential functionalities to speed up your preparation process for professional-looking PowerPoint presentations. Smarter Slides Light is also available as single-tool-solution.

(2) SMARTER ORGANIZE (ONLY INCLUDED IN SMARTER SLIDES UNLIMITED)

Smarter Organize provides you with all features for managing and maintaining your PowerPoint presentation. Insert an agenda or a PowerPoint template to start and end your building process or track the changes of your work.

(3) SMARTER FORMAT (ONLY INCLUDED IN SMARTER SLIDES UNLIMITED)

Smarter Format is your support for your daily business. Adjust and align object size and position or place your titles in the correct position.

Following, there will be an overview about supporting functions on which the main functions (Smarter Slides Light, Smarter Organize and Smarter Format) will rely on.

If you are then still reading, we provide you some use cases for some of our functions. These should give you an indication about how these functions can be used within your daily work.

B. PRODUCT OVERVIEW

Smarter Slides offers two different version of its PowerPoint add-in. Whereas Smarter Slides Light contains only a selection (but a really good one!) of function, Smarter Slides Unlimited contains a lot more (and also including our comprehensive Template Gallery).

But no worries: you do not have to decide which version fits best for you without testing. Our trial version contains both worlds.

Ribbon Tabs	Smarter Slides Trial version	Smarter Slides Unlimited	Smarter Slides Light
Smarter Slides Light	✓	✓	✓
Smarter Organize	✓	✓	
Smarter Format	✓	✓	

Functions	Smarter Slides Trial version	Smarter Slides Unlimited	Smarter Slides Light
Save	✓	✓	
Smarter Templates	Limited	✓	
Custom Templates	✓	✓	
Agenda	✓	✓	✓
Mini Slides	✓	✓	
Progress Bar	✓	✓	✓
Slide Progress	✓	✓	
Title Progress	✓	✓	✓
Slide Status	✓	✓	✓
Tag Objects	✓	✓	
Clean	✓	✓	✓
Spell Check Language	✓	✓	✓
Track and Show Changes	✓	✓	
Google Translate	✓	✓	
Google	✓	✓	
Wikipedia	✓	✓	
Fast Wizard	✓	✓	
Expert Wizard	✓	✓	
Format Picker	✓	✓	
Color Picker	✓	✓	
Position and Size Picker	✓	✓	✓
Distance Picker	✓	✓	
Adjust to Layout	✓	✓	
Increase / Decrease Size and Position	✓	✓	
Dynamic Size and Position	✓	✓	
Replace Color	✓	✓	✓
Replace Font	✓	✓	✓
Selective Format	✓	✓	
Status Object	✓	✓	✓
Smarter Toolbox	✓	✓	Only "Copy size", "Copy layout size", "Copy layout position", "Switch Position", "Copy to all slides"
Standard PPT Functions (shortcuts)	✓	✓	

C. INSTALLATION AND UPDATE

1. REQUIREMENTS

MICROSOFT POWERPOINT

Smarter Slides add-in will work well with all desktop versions of Microsoft PowerPoint 2010 (32-bit and 64-bit) and above. This includes but is not limited to:

- Microsoft PowerPoint 2010
- Microsoft PowerPoint 2013
- Microsoft PowerPoint 2016
- Microsoft PowerPoint 2010
- Microsoft PowerPoint 365
- Microsoft PowerPoint 2019

Please note that Smarter Slides is only compatible with desktop versions of Microsoft PowerPoint, but not any online versions.

OPERATING SYSTEMS

Smarter Slides add-in is compatible with Windows XP through Windows 10, including 32-bit and 64-bit versions.

Unfortunately, the Smarter Slides add-in is not yet working for any Mac version. Contact us and we will inform you as soon as we can provide you with a stable running version of Smarter Slides for Mac users. However, if you still want to use Smarter Slides you can try running Windows in a virtual machine on your Mac. This will then enable you to run Smarter Slides in PowerPoint.

HARDWARE

There are no hardware specific requirements that need to be fulfilled to run Smarter Slides on your computer. If you are able to work with regular PowerPoint files, you will also be able to install and use Smarter Slides.

ADMINISTRATION RIGHTS

Smarter Slides installation process is specifically designed to be executed without any administration rights. This means that you can also use the Smarter Slides add-in on your company computer. Nevertheless, if your company does not allow you to run any kind of macros the installation will fail.

2. LICENSE

TRIAL VERSION

Smarter Slides trial versions will provide you with the same functions (only the number of free templates is limited) as the full version. To let you check which full version type (Smarter Slides Unlimited or Smarter Slides Light) fits best to you needs, both are included within the trial version.

The usage of the trial version is limited to a specific number of days (beginning with the day of installation). No registration is needed to install the trial version.

After the trial period is over you will be able to activate a full version (it doesn't matter if it is Smarter Slides Unlimited or Smarter Slides Light) without re-installing the software.

FULL VERSION (SMARTER SLIDES UNLIMITED & SMARTER SLIDES LIGHT)

After your successful order via <https://smarter-slides.com/pricing/>, you will receive a mail by Smarter Downloads (noreply@sendowl.com). Usually this mail only takes a few minutes until it will be shown in your mailbox. Also, check your junk mails if nothing happens. This mail will include a personal activation key to activate Smarter Slides Unlimited or Smarter Slides Light. Please note the invoice will be send in a different mail than the license key.

You need to have Smarter Slides trial version installed on your device (see [Installation](#)) to activate the unlimited full version of Smarter Slides Unlimited or Smarter Slides Light. If it is already installed, click on the respective activation button (“Activate Smarter Slides Unlimited” or “Activate Smarter Slides Light”) button within the Smarter Organize (or Smarter Installation tab if the trial version expired).

A pop-up window (see [Activation Key Manager](#)) will appear to enable the activation. Enter your activation key into the respective fields and click “Continue”. Results of the activation key validation can be the following:

1. *Activation key is not valid / Activation of Smarter Slides was not successful*
Please try again and make sure that you have entered your activation key correctly. If you still get this error message, [contact our Smarter Slides support team](#).
2. *Validation is currently not possible*
Your security settings do not allow us to check the validity of your activation key (see [Activate Smarter Slides license with alternative key](#)).
3. *Activation key was already used to activate Smarter Slides*
Deactivate the activation key on the respective device or contact our Smarter Slides support team (see [Transfer license](#)).
4. *Activation of Smarter Slides was successful*
Validation of the activation key was successful and the activation will continue.

If you want to use your purchased full license on a different device, check out the chapter “Transfer Smarter Slides license”.

ACTIVATE SMARTER SLIDES LICENSE WITH ALTERNATIVE KEY

If you are asked to enter an alternative key your security setting does not allow us to check the validity of your activation key. In most of the cases, this is due to the settings of your company network or firewall. To continue with the installation, you have two possibilities:

1. Disconnect from your company network and re-run the installation process.
2. Get in [contact with our Smarter Slides support team](#) and send us the message that is shown in the activation screen via mail. We will send you an alternative key within the next 24 hours which will enable you to continue with the installation without changing any security settings. If you have already requested and received an alternative key, enter the key in the respective field and continue.

TRANSFER LICENSE

If you want to install Smarter Slides on a different device or reinstall it at a later stage, you can deactivate your personal activation key. To deactivate your activation key, go to the Admin section within Smarter Organize and click on “Deinstall”. After successful deactivation, the Smarter Slides add-In as well as all supporting documents will be deleted and removed from your PowerPoint add-in list.

Your Custom Template Gallery and personal settings will not be deleted to ensure that you can start to work again with Smarter Slides at a later stage.

We know it can happen that you do not have access anymore to your old computer. Then [contact us](#) and we will deactivate your activation key.

If you are having a trial version of Smarter Slides, you are unfortunately not able to transfer your license to a different device.

3. INSTALLATION

DOWNLOAD SMARTER SLIDES SETUP FILE

Download the Smarter Slides setup file on our website (<https://smarter-slides.com/download/>). Depending on your security settings (do you have administration rights on your computer?) you can download either an exe-file (administration rights are needed to run this file) or a ppam-file (no administration rights are needed to add this file to your PowerPoint add-in list) to install Smarter Slides. This file is also valid for Smarter Slides Light.

INSTALL SMARTER SLIDES WITH EXE-FILE (ADMINISTRATION RIGHTS NEEDED)

Open the setup file (file type: exe) and the wizard will guide you through the installation process. After confirming our terms and conditions the installation process will start. All files needed to run Smarter Slides (e.g. our comprehensive Smarter Template Gallery or the Add-In itself) will be transferred to the location that is proposed by Microsoft for the storage of add-ins. This can take a few seconds. To ensure a successful installation and activation of the add-in, you should start Smarter Slides after finishing the setup wizard.

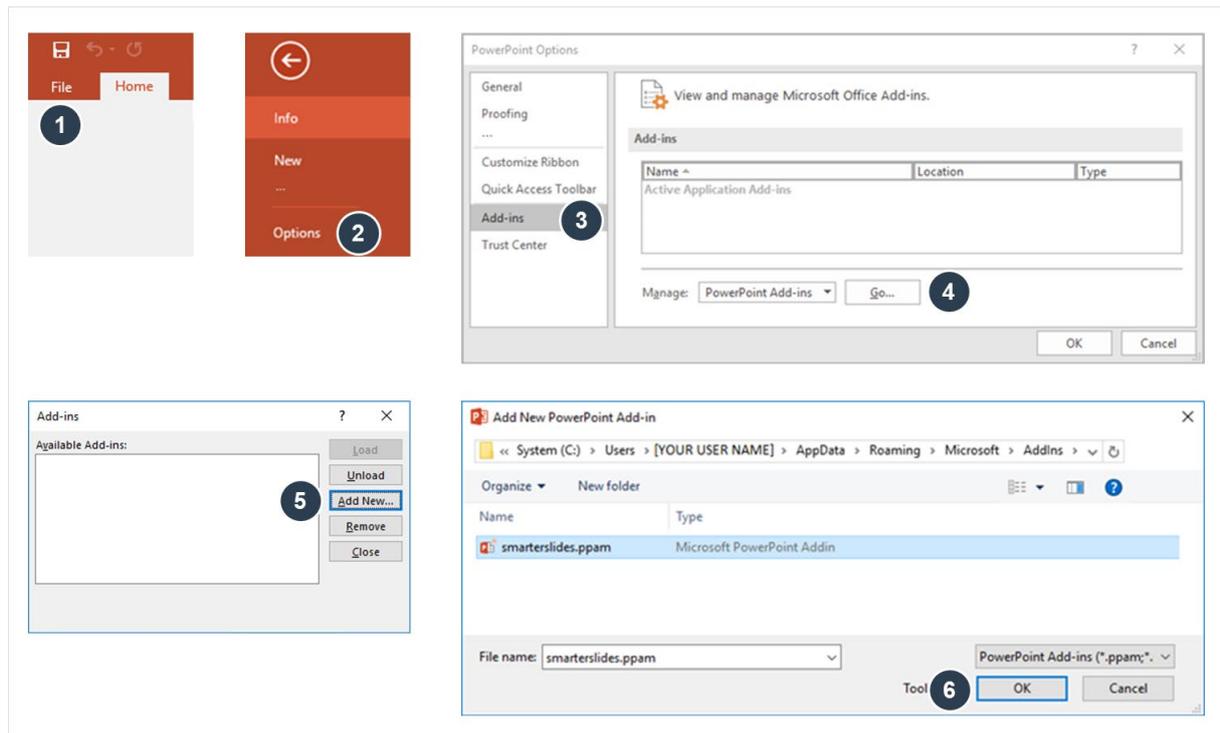
If the Smarter Slides add-in was enabled successfully, you only need to restart PowerPoint and Smarter Slides will be available. With the next start of your PowerPoint application, you will be seeing three new tabs – Smarter Slides Light, Smarter Organize and Smarter Functions – available in your PowerPoint ribbon.

INSTALL SMARTER SLIDES WITH PPAM-FILE (NO ADMINISTRATION RIGHTS NEEDED)

Make sure that you do not rename the downloaded ppam-file to avoid any errors during the installation process. The file should always be named smarterslides.ppam.

To add Smarter Slides to your Power Point add-in list follow the below described steps:

- Copy smarterslides.ppam into C:\Users\[YOURUSERNAME]\AppData\Roaming\Microsoft\AddIns\
- Open your PowerPoint application
- Click the File tab (1) and click Options (2)
- Open the Options dialog box and click Add-Ins (3) within the menu
- Select PowerPoint Add-ins in the Manage list at the bottom of the dialog box and click Go (4)
- Click Add New (5) in the Add-Ins dialog box
- Select smarterslides.ppam and click OK (6)
- If a security notice appears, click Enable Macros, and then click Close.



After confirming our terms and conditions the installation process is finished. With the next start of your PowerPoint application, you will be seeing two new tabs – Smarter Slides Light, Smarter Organize and Smarter Functions – available in your PowerPoint ribbon.

4. UPDATES

UPDATE NOTIFICATION

Smarter Slides is regularly checking if a newer version is available. As soon as a newer version is available for download, you will receive a notification after you have started PowerPoint and Smarter Slides. Click Continue in the notification pop-up to open our update page within your standard browser.

It can happen that our automatic update check might not work if your network or security settings are blocking the outgoing update request. In this case, you are also able to check manually whether there is an update available. Therefore open the Admin section (Smarter Slides Light or Smarter Organize) and click Check for updates. Following your current version number is shown and you are getting redirected to our update page. If the shown version number on our update page is higher than your installed version, a newer version of Smarter Slides is available for download.

DOWNLOAD UPDATE FILE

Download the Smarter Slides update file on our website (<https://smarter-slides.com/updates/>). Depending on your security settings (do you have administration rights on your computer?) you can download either an exe-file (administration rights are needed to run this file) or a ppam-file (no administration rights are needed to add this file to your PowerPoint add-in list) to update Smarter Slides.

UPDATE SMARTER SLIDES WITH EXE-FILE (ADMINISTRATION RIGHTS NEEDED)

Open the setup file (file type: exe) and the wizard will guide you through the update process similar to the installation process. To ensure a successful update, you should start Smarter Slides after finishing the setup wizard.

INSTALL SMARTER SLIDES WITH PPAM-FILE (NO ADMINISTRATION RIGHTS NEEDED)

Make sure that you do not rename the downloaded ppam-file to avoid any errors during the installation process. The file should always be named smarterslides.ppam.

To update Smarter Slides follow the below described steps:

- Close all open PowerPoint presentation
- Copy smarterslides.ppam into C:\Users\[YOURUSERNAME]\AppData\Roaming\Microsoft\AddIns\
- Replace the file in the destination to overwrite the older version of Smarter Slides
- Open your PowerPoint application

5. LANGUAGE

After successful installation of Smarter Slides, you can choose between different language options (English and German). To choose a different language, navigate to Smarter Organize/Smarter Slides Light -> Admin -> Language.

D. SMARTER SLIDES LIGHT

6. CLEAN

DESCRIPTION

Removing empty slides or placeholders are the simplest examples for use cases of this function. However, we think that there is more to do: Get rid of all 3D styles, animations or slide transitions, because the 90s are over. Remove all speaker notes and objects placed outside from slides, etc. All this can now be done within a second. Also check out the Remove Empty Layout Slides function to reduce the file size of your PowerPoint presentation - This is the clue!

RIBBON



Remove empty placeholder

Click to remove all empty placeholder in active presentation. The function will loop through all shapes. Shapes will be deleted if the shape type is defined as placeholder and does not contain any text.



Remove all groups

Click to remove all shapes groups in active presentation. The function will loop through all shapes and remove their grouping. Note that this process is limited to five levels of grouping. If more than these five levels are used, you can reuse this option until all groups are ungrouped.



Remove shape effects

Click to remove all shape effects of all shapes in active presentation. The function will loop through all shapes on each slide and remove their shape effects (shadow, reflection, glow and soft edges).



Remove 3D formats

Click to remove all 3D effects of all shapes in active presentation. The function will loop through all shapes and remove their 3D effects (3D format and 3D rotation).



Remove animations

Click to remove all animations of all shapes in active presentation. The function will loop through all shapes and remove their animation effects.



Remove objects outside of slide

Click to remove all objects which are placed completely out of the visible slide area. The function will loop through all shapes and remove these shapes.



Straighten lines

Click to straighten lines and connectors in active presentations. The function will loop through all lines and connectors. If the lines seem to be unlevelled (criteria are that the height or width is below 0,3 cm) it will be set to 0,0 cm.

**Remove empty slides**

Click to remove all slides in active presentation that do not contain any objects besides unused placeholder (title, subtitle, footer and slide number).

**Remove slide transitions**

Click to remove all slide transitions in active presentation. The function will loop through all slides and remove their transition effect.

**Remove notes**

Click to remove all speaker notes in active presentation. The function will loop through all slides and remove their speaker notes.

**Remove metadata**

Click to remove all metadata (e.g. author or company) of your presentation.

**Remove empty layout slides**

Click to remove not used master layout slides in your presentation. Executing this function can have a major effect on the file size of the presentation.

**Compress pictures**

Click to loop through all images and compress their quality and resolution. Final quality and resolution depend on the original settings.

**Remove all hidden objects**

Click to remove all objects in active presentation which are currently not visible (e.g. due to hidden tag function). The function will loop through all shapes and delete the hidden ones.

**Remove all tags**

Click to remove all tags (set with the Smarter Slides Tag function) within the active presentation. The function will loop through all shapes and delete the tags that were set with Smarter Slides.

**Remove all Smarter Slides marks**

Click to remove all marks that were created and used by Smarter Slides functions (e.g. agenda). The function will loop through all shapes and delete the tags that were set regarding any Smarter Slides function. Note that this will disable all refresh functions.

7. SPELL CHECK LANGUAGE

DESCRIPTION

Everyone who works with slides that were originally be designed in a different language most likely experienced this lack within the PowerPoint standard functionalities: Is there really no way to change the spell check language for all objects within the presentation? Well, with this Smarter Slides function

the answer is: Yes, sure! With this function, you can switch the language setting for all objects in a fast way and without looping through all objects on every slide of your presentation.

RIBBON



Change Spell Check Language to English (UK), English (US), German, French, Spanish, Chinese or Russian

Click to loop through all shapes and change their spell check language to the selected language. Additionally, the spell check language of each newly inserted shape will be the selected language. Note that this language needs to be installed with your PowerPoint version to execute this function.



Change Spell Check Language

Click to open the Spell Check Manager to select and change the spell check language of all objects to any other spell check language.

SPELL CHECK MANAGER



Language

Select a language from the dropdown menu. This language can be set as default spell check language for all objects within the active presentation. You can choose between "Arabic", "Chinese", "Danish", "English (UK)", "English (US)", "French", "German", "Greek", "Hindi", "Italian", "Japanese", "Korean", "Portuguese", "Russian", "Spanish", "Swedish" or "Vietnamese".



OK

Click "OK" to loop through all shapes and change their spell check language to the selected language. Additionally, each newly insert shape will be insert with this spell check language as default. Note that this language needs to be installed with your PowerPoint version to execute this function.

8. AGENDA

DESCRIPTION

Every presentation starts with a nicely designed overview summarizing the following slides. Do not worry anymore about the design, changing title names or agenda divider between each chapter. Select one of the pre-defined agenda styles, choose your own colors, font types and (if you want) fix titles and insert an automatically updating PowerPoint agenda.

To design your presentation more interactive you can even choose to display each agenda point as a hyperlink which will enable you to jump to the respective slide with one click. Luckily, there is no need

to start building your agenda again if you have changed slide titles or slide order. Use the refresh function and your agenda will be up-to-date again.

RIBBON



Insert agenda

Click to open the Agenda Manager to define the parameters to insert a new agenda. If the current presentation already contains an agenda created with Smarter Slides, the Agenda Manager will load the settings of the existing agenda and changes can be made.



Refresh title and slide number only

If you have created an agenda with Smarter Slides, click to update the agenda as well as the chapter dividers with current slide titles and slide numbers. All changes regarding the agenda layout will not be changed.

If a slide with an agenda reference does not exist anymore, the respective placeholders will be changed to “/// Not found ///” (slide title) and “#” (slide number).

Note that only non-fixed slide titles (see “Change slide title” function”) will be changed.



Refresh all agenda settings

If you have created an agenda with Smarter Slides, click to update the agenda as well as the chapter dividers with current slide titles and slide numbers. Also changes regarding format and position will be restored to the initially selected settings.

If a slide with an agenda reference does not exist anymore, the respective placeholders will be changed to “/// Not found ///” (slide title) and “#” (slide number).

Note that only non-fixed slide titles (see “Change slide title”) will be changed.



Delete agenda

If you have created an agenda with Smarter Slides, click to delete the slide on which the agenda is placed.



Delete divider

If you have created agenda dividers with Smarter Slides, click to delete the slides on which the divider is placed.



Delete all

If you have created an agenda and/or agenda divider with Smarter Slides, click to delete the slide on which the agenda or the divider is placed.

AGENDA MANAGER



Slide overview

All slides within the active presentation are displayed within the rows. Columns show the settings made for the respective slide. “Level” column indicates if the slide is selected as agenda chapter and the level numeration. “Slide title” shows the title which is displayed on the agenda slide. If the original slide title was overwritten, the column “Title change” will contain a “Yes”. “#” column represents the slide number in the presentation.

With double-click on the respective row, the slide will be selected as agenda chapter. If the slide was already selected, the level selection is changed by one.



Show selection only

Check to filter the slide overview to display only selected slides.



Select all slides

Click to select all slides as agenda chapter. All slides will initially be shown as level 1 chapter.



Clear selected slide from selection

Click to clear the currently selected row / slide from slide selection.



Clear all slides from selection

Click to clear all selected slides from slide selection.



Refresh slide overview

Change slide titles, slide order or insert new slides even if the Agenda Manager is already open. Click to refresh the slide overview and include made changes.



Original slide title

Select a slide in the slide overview to display the original slide title as it is defined in the presentation. Slide title is derived by the text content of the title placeholder on the respective slide.



New slide title

Insert a new slides title here if you want to display a different slide title on the agenda slide. The title on the respective slide will not be changed.



Change title name

Click to apply the slide title change. As a result, you will see the new title in the slide overview and the column "Title change" will be filled with "Yes".



Reset title name

Click to reset the title name to the original slide title for the selected slide.



Reset all title names

Click to reset all title names to original slide titles.



Layout

Select the desired default layout of the agenda. Depending on your selection, the available color options will be changed.



Font

Choose the font type for agenda text elements.

**Alignment**

Choose the alignment type (“Top”, “Center” or “Stretch”) for your agenda elements. Depending on your selection, the position and distance of the agenda elements will be changed.

**Bullets**

Choose the bullet size (“Small”, “Medium” or “Large”) for your agenda bullets. Depending on your selection the size of and distance between each agenda bullet will be changed.

**Hyperlinks**

Choose whether the agenda elements (titles and slide number) should contain a hyperlink to the respective slide.

**Agenda Slide**

Choose the slide number on which the agenda should be inserted. Note that always a new slide will be generated.

**Level**

Choose the level numbering type which will be displayed on the agenda bullets. Choose between “1,2,3,...”, “I,II,III,...”, “i,ii,iii,...”, “A,B,C,...” or “a,b,c,...”. Note that all levels will follow the chosen logic.

**Indentation**

Choose whether lower chapter levels (2 and 3) should be shown with indentation to level 1 chapters.

**Distance**

Choose the distance between agenda points (“Small”, “Medium” or “Large”) for your agenda bullets. Depending on your selection the size of and distance between each agenda bullet will be changed.

**Slide number**

Choose whether slide numbers should be shown in your agenda.

**Divider**

Choose whether you want to insert a divider in front of each chapter. If this option is selected, you will be prompted to define your divider slides (Agenda Divider Manager) after you click “Insert”.

**Color options**

Click to select the color for the respective agenda element. After click on the color field, the Color Selection Manager window will open to enable the color selection. Default colors can be changed within the [Custom Settings Manager](#).

**Level 1 / Level 2 / Level 3**

Check to insert dividers before the respective chapter level.



Agenda copy with highlights

Choose to insert a divider as a copy of the original agenda with highlights of the specific chapter.



Title only

Choose to insert a divider with the chapter title before the specific chapter.



Size

Choose the size (“Small”, “Medium” or “Large”) for the chapter title element. Depending on your selection, the size of the title element will be changed.



Position

Choose the position (“Top-Left”, “Bottom-Left”, “Top-Right”, “Bottom-Right” or “Middle”) for the chapter title element.

Depending on your selection, the element will be positioned in the master layout (text placeholder). If no master layout is defined on the current slide, the first master layout (text placeholder) within the slide master is determined. Alternatively, you can define your own custom placeholder settings within the [Custom Settings](#).



Highlight color options

Check if the original color type should be changed and used as highlight element.



Color options

Click to select the color for the highlight of respective agenda element. Default colors can be changed with the [Custom Settings](#).



Insert

Click “Insert” to insert the agenda with the currently made settings. After successfully inserting the agenda, the pop-up window will disappear.

9. SLIDE STATUS

DESCRIPTION

With the slide status you can set a pre-designed slide status such as “Placeholder”, “Draft” and “Input needed” or a comment tag like a sticky note. If all these possibilities are not enough, you can also define your own status. Using the Slides Status function within your presentation will not only make them look more professional and consistent but also have another big advantage against self-build

status tags: Status or comments can easily be hidden, unhidden or removed if your presentation is shown to somebody who should not see them.

RIBBON



Insert comment box

Click to add a status comment box on the top-right side of the current slide.



Add slide status “Placeholder”, “Draft”, “TBD”, “Input needed”, “Review needed” or “Final”

Click to add the respective slide status box on the top-left side of the current slide. If another slide status (set with the Smarter Slides function) was already set, the old status will be deleted.



Add slide status (Custom 1 - 3)

Click to add a custom slide status box on the top-left side of the current slide. If another slide status (set with the Smarter Slides function) was already set, the old status will be deleted. Custom slide status (text and color) can be defined within the [Custom Settings Manager](#).



Remove slide status from current slide

If you have inserted a slide status on the current slide with Smarter Slides, click to delete the slide status box.



Remove slide status from selected slides

If you have inserted a slide status with Smarter Slides, click to delete the slide status box from a selection of slides. Selection will open the [Slide Manager](#) to enable the definition of the scope.



Remove slide status from all slides

If you have inserted a slide status with Smarter Slides, click to delete the slide status box from each slide within the presentation.



Show / Hide slide status

Hide: If you have inserted a slide status with Smarter Slides, click to hide all slide status boxes within the presentation.

Show: If you have inserted a slide status with Smarter Slides, click to unhide all slide status boxes within the presentation.

10. STATUS OBJECT

DESCRIPTION

Use the Status Objects function to insert pre-defined status symbols in your PowerPoint presentation. You can style and change the objects as you want. If the status of a milestone changes, select the status object and change it to the new status with just a few clicks.

RIBBON



Status symbol

Click to open the Status Symbol Manager to insert a pre-defined status symbol such as traffic light or process bar.



Edit status symbol

Select a status symbol and click to open the Status Symbol Manager to change progress settings, fill color or outline color.

STATUS SYMBOL MANAGER



Status symbol

Select a pre-defined status symbol which should be inserted on the currently selected slide. Choose between following symbols:

- Harvey ball
- Traffic light
- Progress bar
- Check
- Five stars
- Arrow
- Plus / minus
- Smiley

Depending on the chosen option the possibilities to enter a status as well as the color options will adjusted.

Note that if you are editing an existing status symbol you cannot change the status symbol type.



Color options

Click to select the color for either the outline or fill of the respective status symbol. Note that if you are editing an existing status symbol the default colors are retrieved by the currently used colors of the status symbol. After click on the color field, the Color Selection Manager window will open to enable the color selection. Default colors can be changed within the [Custom Settings Manager](#).



Status

Depending on the status symbol type the options to display the progress differ. Enter the progress within the status text field. Note that if you are editing an existing status symbol the default status progress is retrieved by the last saved progress.



OK

Click “OK” to insert or edit the selected status symbol. After successfully inserting or editing the status symbol, the pop-up window will disappear.

11. PROGRESS BAR

DESCRIPTION

With the Progress Bar, you have a flexible visual tool to show the presentation progress like a battery sign on your phone. Decision is on you whether you want to include all or only selected slides or if you show the progress as percentage, numerical or just visual.

RIBBON



Insert Progress Bar

Click to open the Progress Bar Manager to define the settings and to add a progress bar to the presentation.



Refresh Progress Bar

If you have inserted a progress bar with Smarter Slides, click to refresh the progress bar. Primarily the progression of the progress bar will be updated, e.g. if you have inserted or deleted a slide. Besides the progression of the progress bar the format, size and position will be refreshed as well. The master layout regarding the format, size and position is determined by the progress bar on the currently selected slide.

Note that if a new slide was inserted the progress bar will not automatically be inserted on this slide. Either copy the progress bar from another slide to the new slide and refresh the progress bar or insert the progress bar on all slides again using the “Insert Progress bar” function.



Remove Progress Bar

If you have inserted a progress bar with Smarter Slides, click to delete the progress bars from each slide.

PROGRESS BAR MANAGER



Progress description

Besides the visual progress bar, you can choose between “Percentage”, “Numerical” and “None” to decide if and how you want to display the progress.

“Percentage” will indicate the progress like this: e.g. “50%” for slide 10 out of 20.

“Numerical” will indicate the progress like this: e.g. “10 / 20” for slide 10 out of 20.

“None” will only show the visual progress.



Position

Choose the position (“Top-Left”, “Bottom-Left”, “Top-Right” or “Bottom-Right”) for the progress bar. Depending on your selection, the elements will be positioned on the slides.



Color options

Click to select the color for the respective part of the progress bar. After click on the color field, the Color Selection Manager window will open to enable the color selection. Default colors can be changed within the [Custom Settings Manager](#).



Scope

Choose between “Select Slides” or “All Slides” to decide on which slides you want to insert the progress bar. “Select Slide” selection will open the [Slide Manager](#) to enable the definition of the scope.



Exclude non-selected slides from total scope

If “Select Slides” is chosen as scope, you can choose if either only the selection should be counted as total scope or all slides of the current presentation.



OK

Click “OK” to insert the progress bar with the currently made settings. After successfully inserting the progress bar, the pop-up window will disappear.

12. TITLE PROGRESS

DESCRIPTION

Within a professional presentation repeating slide titles are often numbered (e.g. 1/3) to indicate that more content to this specific topic follows. With the Title Progress function, you can number your identical slide titles with one click. We will loop through your complete presentation and count how many slides occur with this specific title. And not to make more complicated, you can delete your numeration with another click. If a slide is added to your presentation or if you change slide titles you can easily refresh the numbering and everything is in place again.

RIBBON



Insert title progress

Click to add a title progress (e.g. 1/3) for all duplicated slide titles. To identify duplicates (including their current progression and total appearance), the function is looping through all title placeholders (defined in your master layout).



Refresh title progress

If you have inserted a title progress with Smarter Slides, click to refresh the title progress, e.g. after inserting or deleting a slide.

Note that if a new slide with a duplicated slide titles was inserted the title progress will not automatically be inserted on this slide or updated on corresponding slides.



Remove title progress

If you have inserted a title progress with Smarter Slides, click to delete the title progress from each slide. Slide titles remain unchanged and only the title progress indicator will be removed.

13. POSITION AND SIZE PICKER

DESCRIPTION

If you have picked the size and position settings of an object, the settings will be stored. Starting here you can apply these settings to several objects. And the best part of it: You can also choose if you only want to apply specific criteria (e.g. top-left position or object height). With this function you are now able to align positions of objects on different slides. No try and error anymore, just one click!

RIBBON



Pick size and position of selected object

Select a shape, chart or table to pick the size and position settings. All settings will be saved in variables which are available until the active presentation is closed or the Size and Position Picker is used for another object. Use Size and Position Paste function(s) to apply saved settings to other objects.



Pick size of selected object

Select a shape, chart or table to pick size settings. All settings will be saved in variables which are available until the active presentation is closed or the Size Picker is used for another object. Use Size and Position Paste function(s) to apply saved settings to other objects.



Pick position of selected object

Select a shape, chart or table to pick position settings. All settings will be saved in variables which are available until the active presentation is closed or the Position Picker is used for another object. Use Size and Position Paste function(s) to apply saved settings to other objects.



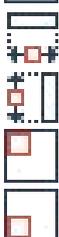
Paste picked size and position

Select one or more shape(s), chart(s) or table(s) to paste all picked size and position settings.



Paste position or size settings

Select one or more shape(s), chart(s) or table(s) to paste specific picked size or position settings. To paste settings to selected objects, you can choose between:



- Paste size (width and height)
- Paste width
- Paste height
- Paste position (top-left)



- Paste position (bottom-left)
- Paste position (top-right)
- Paste position (bottom-right)
- Paste position (left)
- Paste position (right)
- Paste position (top)
- Paste position (bottom)

14. SMARTER TOOLBOX FUNCTIONS (COPY)



Copy height of master object

Select two or more shapes, tables or charts to adjust their height to the master object. Master object is the first selected shape, table or chart.



Copy width of master object

Select two or more shapes, tables or charts to adjust their width to the master object. Master object is the first selected shape, table or chart.



Stretch to top of selection

Select two or more shapes, tables or charts to adjust their height to fit to the top of all selected objects.



Copy size of placeholder

Select one or more shapes, tables or charts to adjust their width and height to the master layout (text placeholder). If no master layout is defined on the current slide the first master layout (text placeholder) within the slide master is determined.



Copy height of placeholder

Select one or more shapes, tables or charts to adjust their height to the master layout (text placeholder). If no master layout is defined on the current slide the first master layout (text placeholder) within the slide master is determined.



Copy width of placeholder

Select one or more shapes, tables or charts to adjust their width to the master layout (text placeholder). If no master layout is defined on the current slide the first master layout (text placeholder) within the slide master is determined.



Position in middle of placeholder

Select one or more shapes, tables or charts to adjust their position to the center of the master layout (text placeholder). If no master layout is defined on the current slide the first master layout (text placeholder) within the slide master is determined.



Position at top-left of placeholder

Select one or more shapes, tables or charts to adjust their position to the top-left of the master layout (text placeholder). If no master layout is defined on the current slide the first master layout (text placeholder) within the slide master is determined.



Position at top of placeholder

Select one or more shapes, tables or charts to adjust their position to the top of the master layout (text placeholder). If no master layout is defined on the current slide the first master layout (text placeholder) within the slide master is determined.



Position at top-right of placeholder

Select one or more shapes, tables or charts to adjust their position to the top-right of the master layout (text placeholder). If no master layout is defined on the current slide the first master layout (text placeholder) within the slide master is determined.



Position at right of placeholder

Select one or more shapes, tables or charts to adjust their position to the right of the master layout (text placeholder). If no master layout is defined on the current slide the first master layout (text placeholder) within the slide master is determined.



Position at bottom-right of placeholder

Select one or more shapes, tables or charts to adjust their position to the bottom-right of the master layout (text placeholder). If no master layout is defined on the current slide the first master layout (text placeholder) within the slide master is determined.



Position at bottom of placeholder

Select one or more shapes, tables or charts to adjust their position to the bottom of the master layout (text placeholder). If no master layout is defined on the current slide the first master layout (text placeholder) within the slide master is determined.



Position at bottom-left of placeholder

Select one or more shapes, tables or charts to adjust their position to the bottom-left of the master layout (text placeholder). If no master layout is defined on the current slide the first master layout (text placeholder) within the slide master is determined.



Position at left of placeholder

Select one or more shapes, tables or charts to adjust their position to the left of the master layout (text placeholder). If no master layout is defined on the current slide the first master layout (text placeholder) within the slide master is determined.



Switch position of objects

Select two or more shapes, tables or charts to switch their position. If more than two objects are selected the position will be switched in the order of selection.



Copy to all slides

Select one or more shapes, tables or charts to copy them to all slides.

15. REPLACE COLOR

DESCRIPTION

Have you ever merged slides from different presentations? Or did you ever experienced a change of your corporate identity including new company colors? If yes, we are pretty sure that we can change this experience from a little nightmare to a miracle. Select a currently used color, choose the new color and decide what and where you would like to change it.

RIBBON



Replace color

Click to open the Replace Color Manager to replace fill, font or outline colors of shape(s), chart(s) and table cell(s).

REPLACE COLOR MANAGER



Old color

Click to select a color which is currently used within the active presentation and should be replaced by another color. After click on the color field, the Color Selection Manager window will open to enable the color selection.



New color

Click to select a color which should be the replacement colors. After click on the color field, the Color Selection Manager window will open to enable the color selection.



Scope

Choose between “Current Slide”, “Select Slides” or “All Slides” to decide on which slides you want to replace the color.

“Current Slide” is retrieved by your selection within the slide preview (selection is marked red). You can also change the selection during the appearance of the pop-up window.

“Select Slide” selection will open the [Slide Manager](#) to enable the definition of the scope.



Fill / Font / Outline

Check which color type should be replaced. Choose between (multiple selection is possible):

- Fill color
- Font color
- Outline color

Note that the fill and outline color of objects will be changed regardless of any transparency or pattern settings.



Font accuracy

Choose how accurate the search and replace mechanism should work. You can choose between two possibilities:

- Medium: Color is only replaced depending on the object font settings. Note that these settings can differ to the actual displayed color setting within an object (e.g. words can be formatted differently than the object itself).
- High: Color is replaced on word-level and ignoring the object font color settings but therefore looping through all words within an object. Note that this option is much slower than the other and is only available for a scope less than 50 slides.



OK

Click “OK” to replace the selected color depending on the chosen options. After successfully change of the color, the pop-up window will not disappear to enable further changes.

16. REPLACE FONT

DESCRIPTION

There are just a few more obvious format mistakes than using different font types within your presentation. With the Replace Font function you can identify all used font types within your presentation. But this is not enough: It only takes one click to replace specific font types with another. Consistency here we come.

RIBBON



Replace font

Click to open the Replace Font Manager to replace fonts in shape(s), chart(s) and table cell(s).

REPLACE FONT MANAGER



Old font

Click to select a font which is currently used within the presentation and which should be replaced by another font. Note that the dropdown is only populated with fonts found in the presentation.



All fonts

Check to replace all fonts within the presentation. If this option is selected the old font selection will be disabled.



New font

Click to select a font which should be the replacement colors. Note that all currently used fonts are placed in the top of the selection.



Scope

Choose between “Current Slide”, “Select Slides” or “All Slides” to decide on which slides you want to replace the font.

“Current Slide” is retrieved by your selection within the slide preview (selection is marked red). You can also change the selection during the appearance of the pop-up window.

“Select Slide” selection will open the [Slide Manager](#) to enable the definition of the scope.



Shapes / Tables / Charts

Check where the font should be replaced. Choose between (multiple selection is possible):

- Shapes
- Tables
- Charts



OK

Click “OK” to replace the selected font depending on the chosen options. After successfully change of the font, the pop-up window will not disappear to enable further changes.

17. STANDARD PPT FUNCTIONS

DESCRIPTION

Smarter Slides provides you with functions that are not included in the default of PowerPoint. But we don't want to replace functions; we want to add new ones (smarter ones). To give you the best user

experience and to avoid a constant tab switching, Smarter Format gives you access to the most used PowerPoint functions. Change the font color or add new shapes - Everything in one place.

RIBBON



Hide / Show Standard PowerPoint functions

Click to show standard functions of PowerPoint directly within the “Smarter Format” ribbon. If functions are already shown in the ribbon, they will be hidden with another click on this button. Available standard functions are:

- Font
- Bold
- Underline
- Italic
- Font Color
- Align Text Left
- Align Text Center
- Align Text Right
- Align Text Justify
- Font Size
- Font Size Increase
- Font Size Decrease
- Text Align
- Text Direction
- Shape Fill Color
- Shape Outline Color
- Shape Effects
- Objects Align Left
- Objects Align Middle Vertical
- Objects Align Right
- Objects Align Top
- Objects Align Center Horizontal
- Objects Align Bottom
- Align Distribute Horizontally
- Align Distribute Vertically
- Object Bring To Front
- Object Send To Back
- Objects Group
- Objects Ungroup
- Objects Regroup
- Shapes Insert
- Table Insert
- Chart Insert
- Shape Height
- Shape Width

E. SMARTER ORGANIZE

18. SAVE

DESCRIPTION

Do not let PowerPoint stop you to avoid repetitive tasks. Save your PowerPoint slides easily as single files and convert your PowerPoint presentation into JPEG or PDF formats. Alternatively, prepare a handout with the most important slides (e.g. no backup slides) and excluding your personal speaker notes. With the advanced save function, you have a variety of possibilities to create an individual copy of your current presentation without making changes in the presentation itself.

RIBBON



Save presentation

Click to open the Advanced Saving Manager to choose between several non-standard file saving options. Note that the current presentation needs to be saved at least one time before using the advanced saving function.

ADVANCED SAVING MANAGER



Format

Define the output format of the saved file. Depending on the selected format, some options will be disabled. Choose between

- PowerPoint Presentation (*.pptx),
- PDF (*.pdf) or
- Picture (*.jpeg).



Scope

Define the scope of your saving process. Choose between “Current Slide”, “Select Slides” or “All Slides”.

“Current Slide” is retrieved by your selection within the slide preview (selection is marked red). You can also change the selection during the appearance of the pop-up window.

“Select Slide” selection will open the [Slide Manager](#) to enable the definition of the scope.



Target file

Decide if you want to save each slide as a separate file (“Each slide in separate file”) or all slides as one file (“All slides in one file”). Depending on the format and scope selection, this function might not be enabled.

- “All slides in one file” is not enabled for the format “Pictures”.
- “All slides in one file” is not enable for the scope “Current Slide”.



Notes

Choose if you want to include (“Include”) or exclude (“Exclude”) your speaker notes within the saved file.

If “PDF” or “Picture” is selected as format, this function is disabled.



Name

Enter the name of the output file within this text box. Do not use the file operator (e.g. “.pptx”). Default value is the file name of the original file.



Prefix

Define a prefix for your output file name. Choose between

- “Date (YYMM)”
- “Date (YYYYMM)”
- “Date (YYYYMMDD)” or
- “Custom”.

If “Date (YYMM)”, “Date (YYYYMM)” or “Date (YYYYMMDD)” is selected, the file name will start with the current system date and the desired format.

If “Custom” is selected, you can enter a prefix in the appearing text box.



Postfix

Define a postfix for your output file name. Choose between

- “Date (YYMM)”
- “Date (YYYYMM)”
- “Date (YYYYMMDD)” or
- “Custom”.

If “Date (YYMM)”, “Date (YYYYMM)” or “Date (YYYYMMDD)” is selected, the file name will end with the current system date and the desired format.

If “Custom” is selected, you can enter a postfix in the appearing text box.



ID

If you have selected “Multiple” as portion setting, a Slide ID needs to be defined. Choose between “Slide Number”, “Slide Title” or “Serially Numbered” to adjust the file output name accordingly to identify each output file.



Folder

Click to select the target folder to save the output file. Default folder is the folder of the original file.



OK

Click “Ok” to save your current file with respect to the currently chosen settings. After successful saving, the pop-up window will disappear.

19. SMARTER TEMPLATES

DESCRIPTION

Are you bored by starring at a blank page and need some inspiration? Do you create an organigram for the first time? Do you ask yourself how a process flow can look like? Just choose a template directly from the gallery (also offline available) and then template will be inserted in your current presentation.

To make it even easier, you can also define your own template settings such as standard colors or fonts and each template will be inserted already adjusted to your requirements.

RIBBON



Smarter Templates

Open the template gallery with little snapshots of available templates. Galleries are divided into categories:



Slides



- Text boxes
- Cover / Divider
- Summary
- Agenda
- Diagram
- SWOT
- Timeline
- Gantt

Infographic

- Banner
- Flow
- Circle
- Pyramid
- Puzzle
- Symbol
- Maps

Icons

Click on the snapshot to select the respective template. If the template was selected, it will be marked with a red frame. After selecting a template you will be able to choose the options “Change Design” and “Insert Template”.

Note that the current presentation needs to be saved at least one time before using the template gallery function.

TEMPLATE MANAGER



Template options

Some templates provide you different versions (e.g. single text box, two text boxes, three text boxes, etc.). If different versions for the selected template exist, the snapshot will contain a disclaimer on the top-right side. If such a template is selected you will be to select an option within the dropdown to continue.



Save Template as favorite

Click here to save the template shown above within the “Favorites” section. The template will be shown under your favorites until the button is clicked again.



Insert Template

Click “Ok” to insert the chosen template. This action will open the template gallery in the background, copy the respective shapes and insert it to the current presentation. After successfully inserting the template, you can either choose another template or close the window.



Change Design

Click “Change Design” to open the Template Manager. Here you can change the template automatically according to your needs.



Slide number

Select the target position of the inserted template within your presentation. Note that this option only appears if you have previously selected “Change Design”.



Slide layout

Choose a master layout of your presentation which will be used as target layout for the new slide. Note that this option only appears if you have previously selected “Change Design”.



Change to own colors

Check to automatically change the color of the template shapes to your own defined colors (see [Custom Settings](#)). Note that this option only appears if you have previously selected “Change Design”.



Change to monochrome

Check to automatically change the color of the template shapes to only one color. Base color will be the first color selected within your custom color palette (see [Custom Settings](#)) (if “Change to own colors” is checked) or the basic Smarter Slides blue. Note that this option only appears if you have previously selected “Change Design”.



Adjust to placeholder size and position

Check to automatically adjust the template height and/or width as well as position to the master layout (text placeholder) settings. If no master layout is defined on the current slide, the first master layout (text placeholder) within the slide master is determined. Alternatively, you can define your own custom placeholder settings as well as the default selection within the [Custom Settings](#). Note that this option only appears if you have previously selected “Change Design”.



Color options

Click to change the color palette for the respective template. After click on the color field, the Color Selection Manager window will open to enable the color selection. Default colors can be changed within the [Custom Settings Manager](#). Note that this option only appears if you have previously selected “Change Design”.



Delete placeholder text

All template text shapes are filled with a placeholder text. Check to automatically delete these placeholders after inserting the template. Default selection can be changed with the [Custom Settings](#). Note that this option only appears if you have previously selected “Change Design”.

20. CUSTOM TEMPLATES

DESCRIPTION

If you have created your own fabulous slide or amazing shape formation, you are now able to add the design to the custom template gallery. This will make them available for later use. Get more organized instead of searching: From now on you will not be saying “I created something similar before” anymore. Like the Smarter Template gallery, you can choose your custom template from the gallery and the template will be inserted in your current presentation.

RIBBON



Custom Templates

Open the template gallery and open the category “Custom” with little snapshots of your custom templates.

Click on the snapshot to select the respective template. If the template was selected, it will be marked with a red frame. After selecting a template you will be able to choose the option “Insert Template”.

Note that the current presentation needs to be saved at least one time before using the template gallery function.



Save custom template

Select a single shape or several shapes to save the current selection in your Custom Template gallery. From there on, the template can be inserted via the Template gallery in every presentation.

Note that the current presentation needs to be saved at least one time before using the custom template gallery function.

CUSTOM TEMPLATE MANAGER



Change Template name

Click to activate the textbox. Enter the name of the custom template within this text box. The name does not need to be unique. Name will be used as template name within the Custom Template Gallery. Use the tick mark to save the new template name.



Delete Custom Template

Click the cross to delete the respective template from your custom template gallery.



Insert Template

Click “Ok” to insert the chosen template. This action will open the template gallery in the background, copy the respective shapes and insert it to the current presentation. After successfully inserting the template, you can either choose another template or close the window.

21. AGENDA

DESCRIPTION

Every presentation starts with a nicely designed overview summarizing the following slides. Do not worry anymore about the design, changing title names or agenda divider between each chapter. Select one of the pre-defined agenda styles, choose your own colors, font types and (if you want) fix titles and insert an automatically updating PowerPoint agenda.

To design your presentation more interactive you can even choose to display each agenda point as a hyperlink which will enable you to jump to the respective slide with one click. Luckily, there is no need to start building your agenda again if you have changed slide titles or slide order. Use the refresh function and your agenda will be up-to-date again.

RIBBON



Insert agenda

Click to open the Agenda Manager to define the parameters to insert a new agenda. If the current presentation already contains an agenda created with Smarter Slides, the Agenda Manager will load the settings of the existing agenda and changes can be made.



Refresh title and slide number only

If you have created an agenda with Smarter Slides, click to update the agenda as well as the chapter dividers with current slide titles and slide numbers. All changes regarding the agenda layout will not be changed.

If a slide with an agenda reference does not exist anymore, the respective placeholders will be changed to “/// Not found ///” (slide title) and “#” (slide number).

Note that only non-fixed slide titles (see “Change slide title” function) will be changed.



Refresh all agenda settings

If you have created an agenda with Smarter Slides, click to update the agenda as well as the chapter dividers with current slide titles and slide numbers. Also changes regarding format and position will be restored to the initially selected settings.

If a slide with an agenda reference does not exist anymore, the respective placeholders will be changed to “/// Not found ///” (slide title) and “#” (slide number).

Note that only non-fixed slide titles (see “Change slide title”) will be changed.



Delete agenda

If you have created an agenda with Smarter Slides, click to delete the slide on which the agenda is placed.

**Delete divider**

If you have created agenda dividers with Smarter Slides, click to delete the slides on which the divider is placed.

**Delete all**

If you have created an agenda and/or agenda divider with Smarter Slides, click to delete the slide on which the agenda or the divider is placed.

AGENDA MANAGER**Slide overview**

All slides within the active presentation are displayed within the rows. Columns show the settings made for the respective slide. "Level" column indicates if the slide is selected as agenda chapter and the level numeration. "Slide title" shows the title which is displayed on the agenda slide. If the original slide title was overwritten, the column "Title change" will contain a "Yes". "#" column represents the slide number in the presentation.

With double-click on the respective row, the slide will be selected as agenda chapter. If the slide was already selected, the level selection is changed by one.

**Show selection only**

Check to filter the slide overview to display only selected slides.

**Select all slides**

Click to select all slides as agenda chapter. All slides will initially be shown as level 1 chapter.

**Clear selected slide from selection**

Click to clear the currently selected row / slide from slide selection.

**Clear all slides from selection**

Click to clear all selected slides from slide selection.

**Refresh slide overview**

Change slide titles, slide order or insert new slides even if the Agenda Manager is already open. Click to refresh the slide overview and include made changes.

**Original slide title**

Select a slide in the slide overview to display the original slide title as it is defined in the presentation. Slide title is derived by the text content of the title placeholder on the respective slide.

**New slide title**

Insert a new slides title here if you want to display a different slide title on the agenda slide. The title on the respective slide will not be changed.



Change title name

Click to apply the slide title change. As a result, you will see the new title in the slide overview and the column “Title change” will be filled with “Yes”.



Reset title name

Click to reset the title name to the original slide title for the selected slide.



Reset all title names

Click to reset all title names to original slide titles.



Layout

Select the desired default layout of the agenda. Depending on your selection, the available color options will be changed.



Font

Choose the font type for agenda text elements.



Alignment

Choose the alignment type (“Top”, “Center” or “Stretch”) for your agenda elements. Depending on your selection, the position and distance of the agenda elements will be changed.



Bullets

Choose the bullet size (“Small”, “Medium” or “Large”) for your agenda bullets. Depending on your selection the size of and distance between each agenda bullet will be changed.



Hyperlinks

Choose whether the agenda elements (titles and slide number) should contain a hyperlink to the respective slide.



Agenda Slide

Choose the slide number on which the agenda should be inserted. Note that always a new slide will be generated.



Level

Choose the level numbering type which will be displayed on the agenda bullets. Choose between “1,2,3,...”, “I,II,III,...”, “i,ii,iii,...”, “A,B,C,...” or “a,b,c,...”. Note that all levels will follow the chosen logic.



Indentation

Choose whether lower chapter levels (2 and 3) should be shown with indentation to level 1 chapters.



Distance

Choose the distance between agenda points (“Small”, “Medium” or “Large”) for your agenda bullets. Depending on your selection the size of and distance between each agenda bullet will be changed.



Slide number

Choose whether slide numbers should be shown in your agenda.



Divider

Choose whether you want to insert a divider in front of each chapter. If this option is selected, you will be prompted to define your divider slides (Agenda Divider Manager) after you click “Insert”.



Color options

Click to select the color for the respective agenda element. After click on the color field, the Color Selection Manager window will open to enable the color selection. Default colors can be changed within the [Custom Settings Manager](#).



Level 1 / Level 2 / Level 3

Check to insert dividers before the respective chapter level.



Agenda copy with highlights

Choose to insert a divider as a copy of the original agenda with highlights of the specific chapter.



Title only

Choose to insert a divider with the chapter title before the specific chapter.



Size

Choose the size (“Small”, “Medium” or “Large”) for the chapter title element. Depending on your selection, the size of the title element will be changed.



Position

Choose the position (“Top-Left”, “Bottom-Left”, “Top-Right”, “Bottom-Right” or “Middle”) for the chapter title element.

Depending on your selection, the element will be positioned in the master layout (text placeholder). If no master layout is defined on the current slide, the first master layout (text placeholder) within the slide master is determined. Alternatively, you can define your own custom placeholder settings within the [Custom Settings](#).



Highlight color options

Check if the original color type should be changed and used as highlight element.



Color options

Click to select the color for the highlight of respective agenda element. Default colors can be changed with the [Custom Settings](#).



Insert

Click “Insert” to insert the agenda with the currently made settings. After successfully inserting the agenda, the pop-up window will disappear.

22. MINI SLIDES

DESCRIPTION

Mini Slides or thumbnails are small images of your slides with an interactive link to the respective slide. These hyperlinks can easily be used to navigate through your presentation instead of looping through all slides. Mini Slides will help you to keep your audience focus on the bigger picture and connections.

RIBBON



Insert Mini Slides from current slide

Click to create a Mini Slide for the current selected slide. Created Mini Slides will be positioned at the top-left edge of the content placeholder. Current selection is retrieved by your selection within the slide preview (selection is marked red).



Insert Mini Slides from selected slides

Click to create Mini Slides for a user-defined selection of slide. The selection of slides will be made within the [Slide Manager](#). The Mini Slides will be positioned within the content placeholder in chronological order. If more than 24 slides were selected an additional slide will be inserted. The creation of Mini Slides is limited to 144.



Insert Mini Slides from all slides

Click to create Mini Slides for all slides with the current presentation. The Mini Slides will be positioned within the content placeholder in chronological order. If more than 24 slides were selected an additional slide will be inserted. The creation of Mini Slides is limited to 144.



Refresh Mini Slides

Click to refresh all mini slides with an updated snapshot of the respective slide. Note that slides which do not exist anymore will not be updated.

23. PROGRESS BAR

DESCRIPTION

With the Progress Bar, you have a flexible visual tool to show the presentation progress like a battery sign on your phone. Decision is on you whether you want to include all or only selected slides or if you show the progress as percentage, numerical or just visual.

RIBBON



Insert Progress Bar

Click to open the Progress Bar Manager to define the settings and to add a progress bar to the presentation.



Refresh Progress Bar

If you have inserted a progress bar with Smarter Slides, click to refresh the progress bar. Primarily the progression of the progress bar will be updated, e.g. if you have inserted or deleted a slide. Besides the progression of the progress bar the format, size and position will be refreshed as well. The master layout regarding the format, size and position is determined by the progress bar on the currently selected slide.

Note that if a new slide was inserted the progress bar will not automatically be inserted on this slide. Either copy the progress bar from another slide to the new slide and refresh the progress bar or insert the progress bar on all slides again using the “Insert Progress bar” function.



Remove Progress Bar

If you have inserted a progress bar with Smarter Slides, click to delete the progress bars from each slide.

PROGRESS BAR MANAGER



Progress description

Besides the visual progress bar, you can choose between “Percentage”, “Numerical” and “None” to decide if and how you want to display the progress.

“Percentage” will indicate the progress like this: e.g. “50%” for slide 10 out of 20.

“Numerical” will indicate the progress like this: e.g. “10 / 20” for slide 10 out of 20.

“None” will only show the visual progress.



Position

Choose the position (“Top-Left”, “Bottom-Left”, “Top-Right” or “Bottom-Right”) for the progress bar. Depending on your selection, the elements will be positioned on the slides.



Color options

Click to select the color for the respective part of the progress bar. After click on the color field, the Color Selection Manager window will open to enable the color selection. Default colors can be changed within the [Custom Settings Manager](#).



Scope

Choose between “Select Slides” or “All Slides” to decide on which slides you want to insert the progress bar. “Select Slide” selection will open the [Slide Manager](#) to enable the definition of the scope.



Exclude non-selected slides from total scope

If “Select Slides” is chosen as scope, you can choose if either only the selection should be counted as total scope or all slides of the current presentation.



OK

Click “OK” to insert the progress bar with the currently made settings. After successfully inserting the progress bar, the pop-up window will disappear.

24. SLIDE PROGRESS

DESCRIPTION

Besides the progress bar, there is a more standard way to display the progress of your presentation. In many presentations, you will see something like “Slide 4 of 29”. Either this was done with a lot of manual effort and high frustration or our slide progress function was used. With a few clicks, all slide numbers are replaced with a flexible numeration. And to limit your frustration you can refresh or delete your progress bar or slide progress with one click.

RIBBON



Insert slide progress

Click to open the Slide Progress Manager to define the settings and to add the slide progress (e.g. Slide 4 of 29) to the presentation.

Note that you need to have at least one slide number placeholder within your presentation to execute this function.



Refresh slide progress

If you have inserted a slide progress with Smarter Slides, click to refresh the slide progress. Only the slide progress indicator will be updated, e.g. if you have inserted or deleted a slide.

Note that if a new slide was inserted the slide progress will not automatically be inserted on this slide.



Remove slide progress

If you have inserted a slide progress with Smarter Slides, click to delete the slide progress from each slide. Slide number placeholder will be reset to original master layout settings.

SLIDE PROGRESS MANAGER

**Prefix**

Type in the prefix of the slide progress. The content will be shown in front of the current slide number. As default “Slide” is chosen.

**Connector**

Type in the connector of the slide progress. The content will be shown between the current slide number and the number of total slides. As default “of” is chosen.

**OK**

Click “OK” to insert the slide progress with the currently made settings. After successfully inserting the slide progress, the pop-up window will disappear.

25. TITLE PROGRESS

DESCRIPTION

Within a professional presentation repeating slide titles are often numbered (e.g. 1/3) to indicate that more content to this specific topic follows. With the Title Progress function, you can number your identical slide titles with one click. We will loop through your complete presentation and count how many slides occur with this specific title. And not to make more complicated, you can delete your numeration with another click. If a slide is added to your presentation or if you change slide titles you can easily refresh the numbering and everything is in place again.

RIBBON

**Insert title progress**

Click to add a title progress (e.g. 1/3) for all duplicated slide titles. To identify duplicates (including their current progression and total appearance), the function is looping through all title placeholders (defined in your master layout).

**Refresh title progress**

If you have inserted a title progress with Smarter Slides, click to refresh the title progress, e.g. after inserting or deleting a slide.

Note that if a new slide with a duplicated slide titles was inserted the title progress will not automatically be inserted on this slide or updated on corresponding slides.

**Remove title progress**

If you have inserted a title progress with Smarter Slides, click to delete the title progress from each slide. Slide titles remain unchanged and only the title progress indicator will be removed.

26. SLIDE STATUS

DESCRIPTION

With the slide status you can set a pre-designed slide status such as “Placeholder”, “Draft” and “Input needed” or a comment tag like a sticky note. If all these possibilities are not enough, you can also define your own status. Using the Slides Status function within your presentation will not only make them look more professional and consistent but also have another big advantage against self-build status tags: Status or comments can easily be hidden, unhidden or removed if your presentation is shown to somebody who should not see them.

RIBBON



Insert comment box

Click to add a status comment box on the top-right side of the current slide.



Add slide status “Placeholder”, “Draft”, “TBD”, “Input needed”, “Review needed” or “Final”

Click to add the respective slide status box on the top-left side of the current slide. If another slide status (set with the Smarter Slides function) was already set, the old status will be deleted.



Add slide status (Custom 1 - 3)

Click to add a custom slide status box on the top-left side of the current slide. If another slide status (set with the Smarter Slides function) was already set, the old status will be deleted. Custom slide status (text and color) can be defined within the [Custom Settings Manager](#).



Remove slide status from current slide

If you have inserted a slide status on the current slide with Smarter Slides, click to delete the slide status box.



Remove slide status from selected slides

If you have inserted a slide status with Smarter Slides, click to delete the slide status box from a selection of slides. Selection will open the [Slide Manager](#) to enable the definition of the scope.



Remove slide status from all slides

If you have inserted a slide status with Smarter Slides, click to delete the slide status box from each slide within the presentation.



Show / Hide slide status

Hide: If you have inserted a slide status with Smarter Slides, click to hide all slide status boxes within the presentation.

Show: If you have inserted a slide status with Smarter Slides, click to unhide all slide status boxes within the presentation.



Search next slide status

If you have inserted a slide status with Smarter Slides, click to find the next slide status box (beginning from current selection) within the presentation. If a slide status was found, the respective slide will be shown and the slide status box will be selected.

27. TAG OBJECTS

DESCRIPTION

Two easy examples to explain what can be done with tagged objects:

1) Not every content in a presentation is meant for everyone. Mark sensitive objects or objects that are not finalized with a tag called “Sensitive”. These objects can now easily be hidden, shown or removed with one single click.

2) You have several objects in your presentation which you need to format in the identical way. Tag these objects with the same tag and access all of them within the Format Wizard to change the format (or anything else) for the complete group of objects.

RIBBON



Tag objects

Click to add the currently selected tag (see “Select tag”) to the currently selected object or objects. A tag can be used to group objects and to use these groups for different purposes (e.g. remove, hide, formatting or positioning). The same object can be tagged with several tags. Tags are not depending on the current session and will remain set until removal.



Highlight objects with tag / Remove highlights

Highlight objects with tag: Click to highlight all objects in the active presentation that were tagged with the currently selected tag (see “Select tag”). Objects are highlighted with a new transparent shape and red-dotted outline.

Remove highlights: Click to remove all highlights previously set (transparent shape and red-dotted outline).



Select tag

Select a tag from the dropdown menu. Dropdown is populated with all tags already set in the current presentation. If no tags were used a dummy tag (“Smarter Slides”) is selected. Selecting a tag does not cause any direct action but changes the actions of the other buttons belonging to this cluster.



Create new tag

Within the dropdown menu, a new tag can be created. Click to open the Tag Manager. Note that if you add a new tag, the tag is initially selected but if it is not added to a shape, it will disappear with the next start of the presentation.



Change tag name

Within the dropdown menu, the name of an already used tag can be changed. Click to open the Tag Manager. Note that only names of already used tags can be changed.



Remove tag from selected objects

Click to remove the currently selected tag (see “Select tag”) from the currently selected object or objects.



Remove tag from current slide

Click to remove the selected tag (see “Select tag”) from all objects on the current slide. Current slide is retrieved by your selection within the slide preview (selection is marked red). If no slide is selected the function does not work.



Remove tag from selected slides

Click to remove the selected tag (see “Select tag”) from all objects on a selection of slides. Selection will open the [Slide Manager](#) to enable the definition of the scope.



Remove tag from all slides

Click to remove the selected tag (see “Select tag”) from all objects on all slides within the current presentation.



Show / Hide objects with tag

Hide: If you have tagged one or more objects with the currently selected tag (see “Select tag”), click to hide all tagged objects within the presentation.

Show: If you have tagged one or more objects with the currently selected tag (see “Select tag”), click to unhide all tagged objects within the presentation. Hidden objects can be made visible again.



Remove objects with tag from current slide

Click to remove all objects tagged with the selected tag (see “Select tag”) on the current slide. Current slide is retrieved by your selection within the slide preview (selection is marked red). If no slide is selected the function does not work.



Remove objects with tag from selected slides

Click to remove all objects tagged with the selected tag (see “Select tag”) from all objects on a selection of slides. Selection will open the [Slide Manager](#) to enable the definition of the scope.



Remove objects with tag from all slides

Click to remove all objects tagged with the selected tag (see “Select tag”) on all slides within the current presentation.



Search next object with tag

If you have tagged an object with Smarter Slides, click to find the next object (beginning from current selection) tagged with the currently selected tag (see “Select tag”). If a

tagged object was found, the respective slide will be shown and the tagged object will be selected.

TAG MANAGER



Current tag name (only “Change tag name”)

Select the tag from the dropdown menu which name should be changed. Dropdown is populated with all tags already set in the current presentation.



(New) Tag name

Type in the tag name to create a new tag or to change the naming of an existing tag.



OK

Click “OK” to create a new tag. After successfully creating the tag, the pop-up window will disappear and the tag will be selected within the dropdown menu.



Change

Click “Change” to change the name of the selected tag. After successfully changing the tag name, the pop-up window will disappear and the tag will be selected within the dropdown menu.

28. CLEAN

DESCRIPTION

Removing empty slides or placeholders are the simplest examples for use cases of this function. However, we think that there is more to do: Get rid of all 3D styles, animations or slide transitions, because the 90s are over. Remove all speaker notes and objects placed outside from slides, etc. All this can now be done within a second. Also check out the Remove Empty Layout Slides function to reduce the file size of your PowerPoint presentation - This is the clue!

RIBBON



Remove empty placeholder

Click to remove all empty placeholder in active presentation. The function will loop through all shapes. Shapes will be deleted if the shape type is defined as placeholder and does not contain any text.



Remove all groups

Click to remove all shapes groups in active presentation. The function will loop through all shapes and remove their grouping. Note that this process is limited to five levels of grouping. If more than these five levels are used, you can reuse this option until all groups are ungrouped.



Remove shape effects

Click to remove all shape effects of all shapes in active presentation. The function will loop through all shapes on each slide and remove their shape effects (shadow, reflection, glow and soft edges).



Remove 3D formats

Click to remove all 3D effects of all shapes in active presentation. The function will loop through all shapes and remove their 3D effects (3D format and 3D rotation).



Remove animations

Click to remove all animations of all shapes in active presentation. The function will loop through all shapes and remove their animation effects.



Remove objects outside of slide

Click to remove all objects which are placed completely out of the visible slide area. The function will loop through all shapes and remove these shapes.



Straighten lines

Click to straighten lines and connectors in active presentations. The function will loop through all lines and connectors. If the lines seem to be unlevelled (criteria are that the height or width is below 0,3 cm) it will be set to 0,0 cm.



Remove empty slides

Click to remove all slides in active presentation that do not contain any objects besides unused placeholder (title, subtitle, footer and slide number).



Remove slide transitions

Click to remove all slide transitions in active presentation. The function will loop through all slides and remove their transition effect.



Remove notes

Click to remove all speaker notes in active presentation. The function will loop through all slides and remove their speaker notes.



Remove metadata

Click to remove all metadata (e.g. author or company) of your presentation.



Remove empty layout slides

Click to remove not used master layout slides in your presentation. Executing this function can have a major effect on the file size of the presentation.



Compress pictures

Click to loop through all images and compress their quality and resolution. Final quality and resolution depend on the original settings.



Remove all hidden objects

Click to remove all objects in active presentation which are currently not visible (e.g. due to hidden tag function). The function will loop through all shapes and delete the hidden ones.



Remove all tags

Click to remove all tags (set with the Smarter Slides Tag function) within the active presentation. The function will loop through all shapes and delete the tags that were set with Smarter Slides.



Remove all Smarter Slides marks

Click to remove all marks that were created and used by Smarter Slides functions (e.g. agenda). The function will loop through all shapes and delete the tags that were set regarding any Smarter Slides function. Note that this will disable all refresh functions.

29. SPELL CHECK LANGUAGE

DESCRIPTION

Everyone who works with slides that were originally be designed in a different language most likely experienced this lack within the PowerPoint standard functionalities: Is there really no way to change the spell check language for all objects within the presentation? Well, with this Smarter Slides function the answer is: Yes, sure! With this function, you can switch the language setting for all objects in a fast way and without looping through all objects on every slide of your presentation.

RIBBON



Change Spell Check Language to English (UK), English (US), German, French, Spanish, Chinese or Russian

Click to loop through all shapes and change their spell check language to the selected language. Additionally, the spell check language of each newly inserted shape will be the selected language. Note that this language needs to be installed with your PowerPoint version to execute this function.



Change Spell Check Language

Click to open the Spell Check Manager to select and change the spell check language of all objects to any other spell check language.

SPELL CHECK MANAGER



Language

Select a language from the dropdown menu. This language can be set as default spell check language for all objects within the active presentation. You can choose between "Arabic", "Chinese", "Danish", "English (UK)", "English (US)", "French", "German", "Greek", "Hindi", "Italian", "Japanese", "Korean", "Portuguese", "Russian", "Spanish", "Swedish" or "Vietnamese".

**OK**

Click “OK” to loop through all shapes and change their spell check language to the selected language. Additionally, each newly insert shape will be insert with this spell check language as default. Note that this language needs to be installed with your PowerPoint version to execute this function.

30. TRACK AND SHOW CHANGES

DESCRIPTION

Activate Track changes before you send the file out and check all text-based changes when it comes back. With this information, you can talk to your colleagues about the same topics and issues. With an activated tracker, you can also easily look up the previous text. This is an easy way to restore your content when somebody else overwrote your original text.

RIBBON

**Start Change Tracker**

Click to start the Change Tracker that will enable a text comparison for each shape between current text-based content and content at a later stage. This function will loop through all shapes and save the current text content.

If a Change Tracker is already set in the active presentation, the new one will replace the old Change Tracker.

**Remove Change Tracker**

If you have activated the Change Tracker with Smarter Slides, click to remove the saved text content.

**Show changes after Change Tracker start**

Click to open the Change Tracker Manager to display all current text-based content changes between the status when the Change Tracker was set and now.

CHANGE TRACKER MANAGER

**Original content**

This box shows the original text-based content of the shape. The original content is the one that was present when the tracker was activated. Note that only shapes which content differs between original and new content are shown. Furthermore, the text cannot be displayed formatted.

**New content**

This box shows the current text-based content of the shape. Note that only shapes which content differs between original and new content are shown. Furthermore, the text cannot be displayed formatted.

**Tracker time**

Indication of the date and time when the tracker was activated.

**Next change**

Click to loop through all shapes until the next shape is found which differs between original and new content.

31. GOOGLE TRANSLATE

DESCRIPTION

To be honest: Online translation is not best practice for translating a business presentation. However, with using the translation function, you get a first idea of possible wordings and translations of single words or sentences.

RIBBON



Show translation in Google Translate in English, German, French, Spanish, Chinese or Russian

Click to open Google Translate results (within your standard web browser) of the text of the currently selected shape or text selection. Note that an active internet connection is needed to use Google Translate.



Show translation in Google Translate (Choose Language)

Click to open the Google Translate Manager to select the source and target language for the Google Translate result.

TRANSLATION MANAGER



Source language

Select a language from the dropdown menu. This language will be used as source language to display Google Translate results.



Target language

Select a language from the dropdown menu. This language will be used as target language to display Google Translate results.



OK

Click "OK" to open Google Translate results (within your standard web browser) of the text of the currently selected shape or text selection. Note that an active internet connection is needed to use Google Translate.

32. GOOGLE

DESCRIPTION

With the Google functions is now quicker than before to research any specific topics: Select the word (or sentence) and we will open your web browser and show you the results of the Google search.

RIBBON



Open Google with selected keyword

Click to open Google results (within your standard web browser) of the text of the currently selected shape or text selection. Note that an active internet connection is needed to use Google.

33. WIKIPEDIA

DESCRIPTION

From time to time there are topics in your presentation for which you would like to have more information about. Wikipedia is now one-click away and will open directly with your selected search word.

RIBBON



Open Wikipedia with selected keyword

Click to open Wikipedia results (within your standard web browser) of the text of the currently selected shape or text selection. Note that an active internet connection is needed to use Wikipedia.

F. SMARTER FORMAT

34. FAST WIZARD

DESCRIPTION

Smarter Slides Fast Wizard function provides you with fast and efficient ways to solve general format problems. With one (or only a few) clicks it is possible to avoid common layout mistakes and ensure layout consistency within your presentation. Align your title positions or format the font of the slide deck. Looking professional on the first glance is now becoming easier and faster. Or let's say it like this: Jumping time is over.

RIBBON



Align title placeholder (title and subtitle)

Click to align slide titles and subtitles to the size, position and format of the respective placeholder type within the presentation master. Master layout settings are defined the respective placeholder settings within the first master layout in the first slide master.



Align content placeholder

Click to align content placeholder to the position of the respective placeholder type within the presentation master. Master layout settings are defined the respective placeholder settings within the first master layout in the first slide master.



Align footer placeholder (footer, date and slide number)

Click to align footer placeholder (footer, date and slide number) to the size, position and format of the respective placeholder type within the presentation master. Master layout settings are defined the respective placeholder settings within the first master layout in the first slide master.



Align all placeholder (title, content and footer)

Click to align placeholder within the presentation based on the settings of the respective placeholder type within the presentation master. All slide titles, subtitles and all footer placeholder (footer, date and slide number) will be aligned regarding size, position and format. All content placeholder will be aligned regarding position. Master layout settings are defined the respective placeholder settings within the first master layout in the first slide master.



Align font

Select a shape and click to copy the font of the selected shape to all shapes within the presentation and presentation master layout.



Align internal margins

Select a shape and click to copy the internal margin settings of the selected shape to all shapes (except title, subtitle and footer placeholder) within the presentation and presentation master layout.



Align bullets or numbering

Select a shape and click to copy the bullet or numbering format of the selected shape to all shapes within the presentation and presentation master layout.



Align line spacing

Select a shape and click to copy the line spacing settings of the selected shape to all shapes (except title, subtitle and footer placeholder) within the presentation and presentation master layout.

35. EXPERT WIZARD

DESCRIPTION

Your presentation looks great – But: Is it possible to change the color of the text boxes in the left corner? How much work is it to apply our Corporate Identity? Do you know these questions? There are types of work that needs to be done, because someone changes his mind in the last minute or some central design guideline was modified. Whenever you need to adjust a certain kind of objects (e.g. an object in the same position on every slide), you can now use the Smarter Slides Expert Wizard to identify those objects and apply the same format style, size, position, etc. to all of them at the same time. You only need to choose a master object and copy the selected format criteria (and this is basically everything what you can think of) to all objects with the same selected properties than the master object.

RIBBON



Expert Wizard

Select a master shape and click to open the Expert Wizard Manager to define complex selection criteria (e.g. shapes with same font size and font color) based on the selected master object. Several change options can be applied (e.g. fill color, size and position) to the found shapes.

Note that if the selected master shape is a grouped element you will receive further assistance to select an ungrouped shape. Click “Yes” to select the marked shape (red dotted line) as master shape or click “No” to select a different shape within the group.

EXPERT WIZARD MANAGER



Master wizard selection

Displays the shape type of the selected master shape. The Type of the master shape has influence on possible search and change options. Available shape types are Shape, Shape with Text, Table, Chart, Connector, Picture, Content Placeholder (Text), Content Placeholder (Table), Content Placeholder (Chart), Content Placeholder (without Text), Title Placeholder, Subtitle Placeholder, Date Placeholder, Footer Placeholder and Slide Number Placeholder.



Refresh master wizard selection

Click to refresh the master shape selection even if the Expert Wizard Manager is already open. Therefore, select a shape and click the button. Note that the currently selected master shape is marked with a red dotted line. Available search and change options will be adjusted to the new master shape type.



Smarter Slides search favorites

Click to show only a selection or combination of different search options to identify shapes which should be changed. Search options can differ depending on the selected master shape type. Available favorite search options are:

- same placeholder type,
- same placeholder group,
- same shape type,
- same fill and outline,
- same font and font color,
- same position (top-left) and
- same size as the master shape.



All search options

Click to show all search options to identify shapes which should be changed. Search options can differ depending on the selected master shape type. Available search options are:

- all objects,
- same placeholder type,
- same placeholder group,
- same rotation,
- same effects,
- same 3D format,
- same fill color,
- same fill transparency,
- same outline color,
- same outline weight,
- same outline style,
- same outline transparency,
- same font,
- same font color,
- same font size,
- same font style,
- same horizontal alignment,
- same vertical alignment,
- same internal margin,
- same bullets or numbering,
- same line spacing,
- same text direction,
- same text,
- same width,
- same height,
- same position (left),

- same position (right),
- same position (top) and
- same position (bottom) as the master shape.

If a divider (“-----”) is selected, all items between this and the next divider are selected.



Tag selection

Click to show all tags which were set via the Smarter Slides tag objects functions.



Ignore mode

Select to decide how you want to proceed if a selected search criterion is not valid for an object (e.g. same text in pictures). If the box is checked the object is not excluded from further search criteria. Otherwise the respective objects are not taking into consideration for any changes.



Search options

Click on a line to select or unselect one or more search option to identify shapes which should be changed. With each selection (or unselect) the function will loop through all shapes to identify those which match all selected search criteria.



Scope

Choose between “Current Slide”, “Select Slides” or “All Slides” to decide on which slides you want to search for shapes which should be changed. With each change the function will loop through all shapes to identify those which match all selected search criteria. “Current slide” is defined by the slide on which the selected master shape is placed. “Select Slide” selection will open the [Slide Manager](#) to enable the definition of the scope.



Result

Text box which indicates the number of shapes which match the search criteria. Additionally, all matching shapes are marked with a blue dotted line. Note that if more than 100 matching shapes are found the pre-search stops.



Smarter Slides change favorites

Click to show only a selection or combination of different change options to select how the matching shapes should be adjusted to the master shape. Change options can differ depending on the selected master shape type. Available favorite change options are:

- fill and outline,
- font and font color,
- text format,
- position (top-left) and
- same size.



All change options

Click to show all change options to select how the matching shapes should be adjusted to the master shape. Change options can differ depending on the selected master shape type. Available change options are:

- all format settings,
- rotation,
- effects,
- 3D format,
- fill color,
- fill transparency,
- outline color,
- outline weight,
- outline style,
- outline transparency,
- font,
- font color,
- font size,
- font style,
- horizontal alignment,
- vertical alignment,
- internal margin,
- bullets or numbering,
- line spacing,
- text direction,
- text,
- width,
- height,
- position (left),
- position (right),
- position (top) and
- delete.

If a divider (“-----”) is selected, all items between this and the next divider are selected.



Change options

Click on a line to select or unselect one or more change option to select how the matching shapes should be adjusted to the master shape.



OK

Click “OK” to run the Expert Wizard with the currently made settings. After successfully change of the objects, the pop-up window will not disappear to enable further changes.

36. FORMAT PICKER

DESCRIPTION

The default “Format Painter” of PowerPoint is a strong and often used tool. But a tool with limitations: There is no way to choose only specific parts of the format which should be applied (e.g. font format). Often the applied format needs to be re-adjusted, because some properties shouldn’t be copied. With our Format Picker function, you can choose what kind of format you want to paste to the target object. Don’t worry anymore about the wrong color or bulleting – Just copy the font type and size and everything else remains the same. The format settings are saved into variables. That means you can reuse the copied format style until you close the presentation or reuse the format picker.

RIBBON



Pick format of selected object

Select a shape, chart, table or table cell and click to pick all format settings. All settings will be saved in variables which are available until the active presentation is closed or the Format Picker is used for another object.



Paste format settings

Select one or more shape(s), chart(s), table(s) or table cell(s) and click to paste all or selective format settings of the previously picked objects. Only settings which are valid for the selection type will be pasted. To paste format settings to selected objects, you can choose between:



- format settings
- shape format (type, rotation, effects and 3D format)



- rotation



- shape effects



- 3D format



- fill format (fill color and fill transparency)



- fill color



- fill transparency



- outline format (outline color, outline weight, outline style and outline transparency)



- outline color



- outline weight



- outline style



- outline transparency



- font format (font, font size, font color and font style)



- font



- font size



- font color



- font style



- text format (horizontal and vertical alignment, internal margin, bullets or numbering, line spacing and text direction)



- horizontal alignment



- vertical alignment

- internal margin

-  · bullets or numbering
-  · line spacing
-  · text direction

37. COLOR PICKER

DESCRIPTION

Consistent and matching coloring of your objects is important to make your presentation look nice and professional. But why is there no way to copy only color settings and paste it easily to a different object? An example: With the Color Picker you can select the outline color of an object and paste it as the background color of another object. With this function you don't need to search for the correct RGB code when you have already used the color within your presentation. And as every picker function in Smarter Slides, the picked settings are saved within variables which will not be deleted until you close PowerPoint or pick another color.

RIBBON



Pick color of selected object (fill / color / outline / bullets)

Select a shape, chart, table or table cell to pick the respective color settings. Color will be saved in a variable which is available until the active presentation is closed or the Color Picker is used for another object. To pick color settings, you can choose between:



- Pick fill color
- Pick font color
- Pick outline color
- Pick bullet color



Use Color Paste function(s) to apply saved color to other objects as fill, font, outline or bullet.



Paste picked color type

Select one or more shape(s), chart(s), table(s) or table cell(s) to paste picked color as previous picked color type.



Paste as fill color / font color / outline color / bullet color

Select one or more shape(s), chart(s), table(s) or table cell(s) to paste picked color to selected objects. To paste specific color settings to selected objects, you can choose between:



- Paste as fill color
- Paste as font color
- Paste as outline color
- Paste as bullet color



38. POSITION AND SIZE PICKER

DESCRIPTION

If you have picked the size and position settings of an object, the settings will be stored. Starting here you can apply these settings to several objects. And the best part of it: You can also choose if you only want to apply specific criteria (e.g. top-left position or object height). With this function you are now able to align positions of objects on different slides. No try and error anymore, just one click!

RIBBON



Pick size and position of selected object

Select a shape, chart or table to pick the size and position settings. All settings will be saved in variables which are available until the active presentation is closed or the Size and Position Picker is used for another object. Use Size and Position Paste function(s) to apply saved settings to other objects.



Pick size of selected object

Select a shape, chart or table to pick size settings. All settings will be saved in variables which are available until the active presentation is closed or the Size Picker is used for another object. Use Size and Position Paste function(s) to apply saved settings to other objects.



Pick position of selected object

Select a shape, chart or table to pick position settings. All settings will be saved in variables which are available until the active presentation is closed or the Position Picker is used for another object. Use Size and Position Paste function(s) to apply saved settings to other objects.



Paste picked size and position

Select one or more shape(s), chart(s) or table(s) to paste all picked size and position settings.



Paste position or size settings

Select one or more shape(s), chart(s) or table(s) to paste specific picked size or position settings. To paste settings to selected objects, you can choose between:

- Paste size (width and height)
- Paste width
- Paste height
- Paste position (top-left)
- Paste position (bottom-left)
- Paste position (top-right)
- Paste position (bottom-right)
- Paste position (left)
- Paste position (right)
- Paste position (top)





- Paste position (bottom)

39. DISTANCE PICKER

DESCRIPTION

The Distance Picker from Smarter Slides will save the distance between objects and allow you to paste this distance wherever and whenever you want. Just pick the distance of two objects and apply the same distance (you can also choose between horizontal and vertical distance) to two or more other objects. This will be love for the aesthetic minds.

RIBBON



Pick distance between two objects

Select two shapes, charts or tables to pick the current vertical and horizontal distance between these objects. All settings will be saved in variables which are available until the active presentation is closed or the Distance Picker is used for another object. Use Distance Picker Paste function(s) to apply saved settings to other objects.



Paste picked distance

Select two or more shapes, charts or tables to paste picked vertical and horizontal distance.



Paste vertical distance / horizontal distance

Select two or more shapes, charts or tables to paste picked distance. To paste settings to selected objects, you can choose between:

- Paste vertical distance
- Paste horizontal distance

40. ADJUST TO LAYOUT

DESCRIPTION

A master layout is an underestimated help for your professional looking slides to avoid – again – jumping slides. To use all the space of your defined content placeholder, use the Adjust to Layout function to fit all selected objects perfectly into the placeholder. It is like magic how the position, the size and the distance between one or more objects are adjusted to the perfect alignment.

RIBBON



Adjust size, position and distance of selected objects to layout

Select one or more shape(s), chart(s) or table to arrange and adjust their size, position and distance to fit to the master layout (text placeholder). If no master layout is defined on the current slide the first master layout (text placeholder) within the slide master is

determined. Alternatively you can define your own custom placeholder settings within the [Custom Settings](#). Note that tables can only be arranged as single shape.



Adjust size, position and distance of selected objects to layout (vertically)

Select one or more shape(s), chart(s) or table to arrange and adjust their size, position and distance to fit to the master layout (text placeholder) vertically. If no master layout is defined on the current slide the first master layout (text placeholder) within the slide master is determined. Alternatively you can define your own custom placeholder settings within the [Custom Settings](#). Note that tables can only be arranged as single shape.



Adjust size, position and distance of selected objects to layout (horizontally)

Select one or more shape(s), chart(s) or table to arrange and adjust their size, position and distance to fit to the master layout (text placeholder) horizontally. If no master layout is defined on the current slide the first master layout (text placeholder) within the slide master is determined. Alternatively you can define your own custom placeholder settings within the [Custom Settings](#). Note that tables can only be arranged as single shape.



Adjust size, position and distance of selected objects with locked ratio to layout (vertically)

Select one or more shape(s), chart(s) or table to arrange and adjust their size, position and distance to fit to the master layout (text placeholder) vertically and with locked ratio. If no master layout is defined on the current slide the first master layout (text placeholder) within the slide master is determined. Alternatively you can define your own custom placeholder settings within the [Custom Settings](#). Note that tables can only be arranged as single shape.



Adjust size, position and distance of selected objects with locked ratio to layout (horizontally)

Select one or more shape(s), chart(s) or table to arrange and adjust their size, position and distance to fit to the master layout (text placeholder) horizontally and with locked ratio. If no master layout is defined on the current slide the first master layout (text placeholder) within the slide master is determined. Alternatively you can define your own custom placeholder settings within the [Custom Settings](#). Note that tables can only be arranged as single shape.

41. INCREASE / DECREASE

DESCRIPTION

Designing a presentation can be an exhausting task. Sometimes it is more of an iterative process than a single shot. Reduce or increase the size and distance of or between objects in small steps to get closer

to the perfect look. If the try out was a mistake – Just revert the change and set the object back to the original state.

RIBBON



Size and position

Select an option from the dropdown to change one or more selected shape(s), chart(s) or table(s). Depending on the chosen option size or position settings will be changed by using the increase or decrease function. Choose between following options:

- Shape size: Adjust size (height and width)
- Shape height: Adjust height
- Shape width: Adjust width
- Vertical distance: Adjust vertical distance between the selected objects
- Horizontal distance: Adjust horizontal distance between the selected objects
- Shape height and distance: Adjust shape height and vertical distance between the selected objects
- Shape width and distance: Adjust shape width and horizontal distance between the selected objects



Increase by 10%, 25%, 50%, 75% or 100% (shape size, shape height, shape width, shape height and distance, shape width and distance)

Select one or more shape(s), chart(s) or table and adjust it depending on the chosen option in the dropdown by either 10%, 25%, 50%, 75% or 100%. If the function is used on a shape for the first time, the original settings are written into variables to enable a later restoring.

Increase by 0,1cm, 0,25cm, 0,5cm, 0,75cm or 1,0cm (vertical distance, horizontal distance)

Select one or more shape(s), chart(s) or table and adjust the distance between these objects (depending on the chosen option) by either 0,1cm, 0,25cm, 0,5cm, 0,75cm or 1,0cm. If the function is used on a shape for the first time, the original settings are written into variables to enable a later restoring. If the metric system settings are changed within the [Custom Settings](#), the increase function will be adjusted accordingly.



Decrease by 10%, 25%, 50% or 75% (shape size, shape height, shape width, shape height and distance, shape width and distance)

Select one or more shape(s), chart(s) or table and adjust it depending on the chosen option in the dropdown by either 10%, 25%, 50%, 75% or 100%. If the function is used on a shape for the first time, the original settings are written into variables to enable a later restoring.

Decrease by 0,1cm, 0,25cm, 0,5cm or 0,75cm (vertical distance, horizontal distance)

Select one or more shape(s), chart(s) or table and adjust the distance between these objects (depending on the chosen option) by either 0,1cm, 0,25cm, 0,5cm, 0,75cm or 1,0cm. If the function is used on a shape for the first time, the original settings are

written into variables to enable a later restoring. If the metric system settings are changed within the Custom Settings, the increase function will be adjusted accordingly.



Restore original settings

If a shape, chart or table was adjusted using the Smarter Slides Increase and Decrease function, the original settings are written into variables to enable a later restoring. Click to restore these settings depending on the chosen option in the dropdown.



Save as original distance

Select one or more shape(s), chart(s) or table and set their current settings as original setting to restore them at a later stage. Settings which are stored as variables depend on the chosen option in the dropdown.

42. DYNAMIC SIZE AND POSITION

DESCRIPTION

If one object changes within the perfect aligned formation, you need to change every other object as well. With the dynamic positioning you can now save the size and position settings and the relations between all these objects and refresh it at any time to restore these relations. Think about the status slide of your project. Every time a new milestone is added to the overview you need to adjust all other parts. Save size and position dependencies with this Smarter Slides function and readjust the objects easily.

RIBBON



Dynamic size and position

Open the Dynamic Size and Position Manager to define dynamic relationships between shapes, charts and tables.



Edit dynamic size and position group

Open the Dynamic Size and Position Change Manager to change, show or delete defined dynamic relationships between shapes, charts and tables.



Refresh on current slide

Refresh dynamic size and position groups on the current slide. Dependents will be changed depending on master object and defined relationship settings.



Refresh on all slides

Refresh dynamic size and position groups on all slides. Dependents will be changed depending on master object and defined relationship settings.

DYNAMIC SIZE AND POSITION MANAGER



Group name

Enter a name for the dynamic shape formation to identify and access this group at a later stage.



Select master object

Click to select a shape, chart or table as master object. Master object represent the leading object within the object formation. After clicking the button, a smaller window will appear. Select the master object and click "OK" to continue. Note than an already as dependent selected object cannot be master at the same time.



Remove master object

Click to remove the selected master object from selection.



Select dependent object

Click to select a shape, chart or table as dependent object. Dependent object represents an object which size or position depends on the size or position of the master objects. Dependent shapes can automatically be adjusted to the size or position of the master. After clicking the button, a smaller window will appear. Select the dependent object and click "OK" to continue. Note that you can select up to 20 different dependent objects on different slides and an already as master selected object cannot be dependent at the same time.



Remove dependent shape

Click to remove the dependent object which was added last.



Preview

After selecting an object, the preview will be filled with dummy elements (master shape is red) representing the size and position of the object. If size, vertical position or horizontal position options are changed the preview is adjusted accordingly.



Width

Select if the dependent width should be dynamically adjusted if the master object width changes.



Height

Select if the dependent height should be dynamically adjusted if the master object height changes.



Starting point (vertical position)

Select an option to define the starting point for dynamic vertical adjustment of the dependent objects. Selection can be made between:

- Do not change: Position is not dynamically adjusted if the position of the master object changes

- Top: Position is dynamically adjusted based on the top position of the master object if the position of the master object changes
- Bottom: Position is dynamically adjusted based on the top position of the master object if the position of the master object changes



Option (vertical position)

Choose an option how the position of the dependent objects should be dynamically adjusted if the position of the master object changes. Selection can be made between:

- Keep Distance: Position of dependent object will dynamically be adjusted to the same distance as it is currently defined.
- +/-: Position of dependent object will dynamically be adjusted to the distance which is defined in the Distance (vertical position) text box.



Distance (vertical position)

Enter the desired distance value starting from the master object to the dependent objects. Note that the text box is only enabled if the option “+/-” is selected within the vertical position options.



Starting point (horizontal position)

Select an option to define the starting point for dynamic horizontal adjustment of the dependent objects. Selection can be made between:

- Do not change: Position is not dynamically adjusted if the position of the master object changes
- Top: Position is dynamically adjusted based on the top position of the master object if the position of the master object changes
- Bottom: Position is dynamically adjusted based on the top position of the master object if the position of the master object changes



Option (horizontal position)

Choose an option how the position of the dependent objects should be dynamically adjusted if the position of the master object changes. Selection can be made between:

- Keep Distance: Position of dependent object will dynamically be adjusted to the same distance as it is currently defined.
- +/-: Position of dependent object will dynamically be adjusted to the distance which is defined in the Distance (horizontal position) text box.



Distance (horizontal position)

Enter the desired distance value starting from the master object to the dependent objects.



OK

Click “OK” to close the Dynamic Size and Position Manager. Relationship settings will be saved and can be refreshed at a later stage. After closing the window, the size and position of the dependent shapes will automatically be adjusted with respect to the defined settings. Note that if objects (which were defined as master or dependent) are copied and inserted will continue to hold the saved settings for dynamic relationships.

DYNAMIC SIZE AND POSITION CHANGE MANAGER



Group overview

All dynamic size and position groups within the active presentation are displayed within the rows. Columns will show information regarding these groups

- Name: User-defined name of the dynamic size and position group
- Status: Indication if all necessary objects of the group still exist within the presentation (master object and at least one dependent shape)
- Slide: Slide number of the slide on which the master object is placed
- # of dependents: Number of dependent objects belonging to this group

With a click on the respective row, the group will be selected and further actions can be taken with the buttons.



Delete dynamic group

Click “Delete” to delete all setting tabs belonging to the currently selected dynamic group.



Show dynamic group

Click “Show” to highlight all objects belonging to the currently selected dynamic group. Highlights are set with either red-dotted lines (master) or blue-dotted lines (dependent). If the window is closed, highlights will be reset.



Change dynamic group

Click “Change” to open the Dynamic Size and Position Manager with all settings belonging to the currently selected dynamic group.

43. REPLACE COLOR

DESCRIPTION

Have you ever merged slides from different presentations? Or did you ever experienced a change of your corporate identity including new company colors? If yes, we are pretty sure that we can change this experience from a little nightmare to a miracle. Select a currently used color, choose the new color and decide what and where you would like to change it.

RIBBON



Replace color

Click to open the Replace Color Manager to replace fill, font or outline colors of shape(s), chart(s) and table cell(s).

REPLACE COLOR MANAGER



Old color

Click to select a color which is currently used within the active presentation and should be replaced by another color. After click on the color field, the Color Selection Manager window will open to enable the color selection.



New color

Click to select a color which should be the replacement colors. After click on the color field, the Color Selection Manager window will open to enable the color selection.



Scope

Choose between “Current Slide”, “Select Slides” or “All Slides” to decide on which slides you want to replace the color.

“Current Slide” is retrieved by your selection within the slide preview (selection is marked red). You can also change the selection during the appearance of the pop-up window.

“Select Slide” selection will open the [Slide Manager](#) to enable the definition of the scope.



Fill / Font / Outline

Check which color type should be replaced. Choose between (multiple selection is possible):

- Fill color
- Font color
- Outline color

Note that the fill and outline color of objects will be changed regardless of any transparency or pattern settings.



Font accuracy

Choose how accurate the search and replace mechanism should work. You can choose between two possibilities:

- Medium: Color is only replaced depending on the object font settings. Note that these settings can differ to the actual displayed color setting within an object (e.g. words can be formatted differently than the object itself).
- High: Color is replaced on word-level and ignoring the object font color settings but therefore looping through all words within an object. Note that this option is much slower than the other and is only available for a scope less than 50 slides.



OK

Click “OK” to replace the selected color depending on the chosen options. After successfully change of the color, the pop-up window will not disappear to enable further changes.

44. REPLACE FONT

DESCRIPTION

There are just a few more obvious format mistakes than using different font types within your presentation. With the Replace Font function you can identify all used font types within your presentation. But this is not enough: It only takes one click to replace specific font types with another. Consistency here we come.

RIBBON

Aa

Replace font

Click to open the Replace Font Manager to replace fonts in shape(s), chart(s) and table cell(s).

REPLACE FONT MANAGER



Old font

Click to select a font which is currently used within the presentation and which should be replaced by another font. Note that the dropdown is only populated with fonts found in the presentation.



All fonts

Check to replace all fonts within the presentation. If this option is selected the old font selection will be disabled.



New font

Click to select a font which should be the replacement colors. Note that all currently used fonts are placed in the top of the selection.



Scope

Choose between “Current Slide”, “Select Slides” or “All Slides” to decide on which slides you want to replace the font.

“Current Slide” is retrieved by your selection within the slide preview (selection is marked red). You can also change the selection during the appearance of the pop-up window.

“Select Slide” selection will open the [Slide Manager](#) to enable the definition of the scope.



Shapes / Tables / Charts

Check where the font should be replaced. Choose between (multiple selection is possible):

- Shapes
- Tables
- Charts

**OK**

Click “OK” to replace the selected font depending on the chosen options. After successfully change of the font, the pop-up window will not disappear to enable further changes.

45. SELECTIVE FORMAT

DESCRIPTION

If a word is highlighted within a presentation you need to style it in the same way over the whole presentation to guarantee consistency. With the Selective Format function, you can choose a word, select a format and apply the settings to every slide. Your keyword will be highlighted in less than a second.

RIBBON

**Selective format**

Click to open the Selective Format Manager to search for and change format settings of keywords. Selectable format settings are font style (e.g. Bold) and font color.

SELECTIVE FORMAT MANAGER

**Keyword**

Enter the keyword which should be formatted throughout the presentation.

**Match case / Find whole words only**

Check to perform a more precise search. For instance, you can ensure that found text exactly matches the letter case of the keyword (Match case) or specify the search scope (Find whole words only).

**Scope**

Choose between “Current Slide”, “Select Slides” or “All Slides” to decide on which slides you want to replace the font.

“Current Slide” is retrieved by your selection within the slide preview (selection is marked red). You can also change the selection during the appearance of the pop-up window.

“Select Slide” selection will open the [Slide Manager](#) to enable the definition of the scope.

**Bold / Underline / Italic**

Check to change the format of the found keywords (depending on the search options) in

- bold,
- underlined and/or
- italic.



Color

Check to change the font color of the found keywords (depending on the search options). After click on the color field, the Color Selection Manager window will open to enable the color selection.



OK

Click "OK" to replace the selected font depending on the chosen options. After successfully change of the keyword, the pop-up window will not disappear to enable further changes.

46. STATUS OBJECT

DESCRIPTION

Use the Status Objects function to insert pre-defined status symbols in your PowerPoint presentation. You can style and change the objects as you want. If the status of a milestone changes, select the status object and change it to the new status with just a few clicks.

RIBBON



Status symbol

Click to open the Status Symbol Manager to insert a pre-defined status symbol such as traffic light or process bar.



Edit status symbol

Select a status symbol and click to open the Status Symbol Manager to change progress settings, fill color or outline color.

STATUS SYMBOL MANAGER



Status symbol

Select a pre-defined status symbol which should be inserted on the currently selected slide. Choose between following symbols:

- Harvey ball
- Traffic light
- Progress bar
- Check
- Five stars
- Arrow
- Plus / minus
- Smiley

Depending on the chosen option the possibilities to enter a status as well as the color options will adjusted.

Note that if you are editing an existing status symbol you cannot change the status symbol type.



Color options

Click to select the color for either the outline or fill of the respective status symbol. Note that if you are editing an existing status symbol the default colors are retrieved by the currently used colors of the status symbol. After click on the color field, the Color Selection Manager window will open to enable the color selection. Default colors can be changed within the [Custom Settings Manager](#).



Status

Depending on the status symbol type the options to display the progress differ. Enter the progress within the status text field. Note that if you are editing an existing status symbol the default status progress is retrieved by the last saved progress.



OK

Click “OK” to insert or edit the selected status symbol. After successfully inserting or editing the status symbol, the pop-up window will disappear.

47. SMARTER TOOLBOX

DESCRIPTION

Incredible functions to support you to prepare your presentations. Align size and position of objects or arrange objects in circles or triangles.

RIBBON



Smarter Toolbox

Click to open the Smarter Toolbox Panel with advanced arrange options such as staple objects, multiply objects and distribution. Smarter Toolbox panel can be closed directly in the panel.



Change Smarter Toolbox favorites

Click to open the Smarter Toolbox Change Manager. All Smarter Toolbox options selected will be directly accessible via the Smarter Toolbox menu without opening the panel.

To select a function, check the respective function and click “Save”. To reset the settings, click “Reset”.

SMARTER TOOLBOX PANEL



Copy size of master object

Select two or more shapes, tables or charts to adjust their width and height to the master object. Master object is the first selected shape, table or chart.



Copy height of master object

Select two or more shapes, tables or charts to adjust their height to the master object. Master object is the first selected shape, table or chart.



Copy width of master object

Select two or more shapes, tables or charts to adjust their width to the master object. Master object is the first selected shape, table or chart.



Stretch to top of selection

Select two or more shapes, tables or charts to adjust their height to fit to the top of all selected objects.



Stretch to bottom of selection

Select two or more shapes, tables or charts to adjust their height to fit to the bottom of all selected objects.



Stretch to left of selection

Select two or more shapes, tables or charts to adjust their width to fit to the left of all selected objects.



Stretch to right of selection

Select two or more shapes, tables or charts to adjust their width to fit to the right of all selected objects.



Fill gap to top of selection

Select two or more shapes, tables or charts to adjust their height to fill the gap to the selected object on the top.



Fill gap to bottom of selection

Select two or more shapes, tables or charts to adjust their height to fill the gap to the selected object on the bottom.



Fill gap to left of selection

Select two or more shapes, tables or charts to adjust their width to fill the gap to the selected object on the left.



Fill gap to right of selection

Select two or more shapes, tables or charts to adjust their width to fill the gap to the selected object on the right.



Copy size of placeholder

Select one or more shapes, tables or charts to adjust their width and height to the master layout (text placeholder). If no master layout is defined on the current slide the

first master layout (text placeholder) within the slide master is determined. Alternatively you can define your own custom placeholder settings within the [Custom Settings](#).



Copy height of placeholder

Select one or more shapes, tables or charts to adjust their height to the master layout (text placeholder). If no master layout is defined on the current slide the first master layout (text placeholder) within the slide master is determined. Alternatively you can define your own custom placeholder settings within the [Custom Settings](#).



Copy width of placeholder

Select one or more shapes, tables or charts to adjust their width to the master layout (text placeholder). If no master layout is defined on the current slide the first master layout (text placeholder) within the slide master is determined. Alternatively you can define your own custom placeholder settings within the [Custom Settings](#).



Stretch to top of placeholder

Select one or more shapes, tables or charts to adjust their height to fit to the top of the master layout (text placeholder). If no master layout is defined on the current slide the first master layout (text placeholder) within the slide master is determined. Alternatively you can define your own custom placeholder settings within the [Custom Settings](#).



Stretch to bottom of placeholder

Select one or more shapes, tables or charts to adjust their height to fit to the bottom of the master layout (text placeholder). If no master layout is defined on the current slide the first master layout (text placeholder) within the slide master is determined. Alternatively you can define your own custom placeholder settings within the [Custom Settings](#).



Stretch to left of placeholder

Select one or more shapes, tables or charts to adjust their width to fit to the left of the master layout (text placeholder). If no master layout is defined on the current slide the first master layout (text placeholder) within the slide master is determined. Alternatively you can define your own custom placeholder settings within the [Custom Settings](#).



Stretch to right of placeholder

Select one or more shapes, tables or charts to adjust their width to fit to the right of the master layout (text placeholder). If no master layout is defined on the current slide the first master layout (text placeholder) within the slide master is determined. Alternatively you can define your own custom placeholder settings within the [Custom Settings](#).



Switch position of objects

Select two or more shapes, tables or charts to switch their position. If more than two objects are selected the position will be switched in the order of selection.



Staple objects vertically

Select two or more shapes, tables or charts to staple them vertically in the order of selection.



Staple objects horizontally

Select two or more shapes, tables or charts to staple them horizontally in the order of selection.



Touch objects at bottom-right edge

Select two or more shapes, tables or charts to adjust their position to touch the bottom-right edge in the order of selection.



Touch objects at top

Select two or more shapes, tables or charts to adjust their position to touch the top edge in the order of selection.



Touch objects at bottom

Select two or more shapes, tables or charts to adjust their position to touch the bottom edge in the order of selection.



Touch objects at left

Select two or more shapes, tables or charts to adjust their position to touch the left edge in the order of selection.



Touch objects at right

Select two or more shapes, tables or charts to adjust their position to touch the right edge in the order of selection.



Position in middle of placeholder

Select one or more shapes, tables or charts to adjust their position to the center of the master layout (text placeholder). If no master layout is defined on the current slide the first master layout (text placeholder) within the slide master is determined. Alternatively you can define your own custom placeholder settings within the [*Custom Settings*](#).



Position at top-left of placeholder

Select one or more shapes, tables or charts to adjust their position to the top-left of the master layout (text placeholder). If no master layout is defined on the current slide the first master layout (text placeholder) within the slide master is determined. Alternatively you can define your own custom placeholder settings within the [*Custom Settings*](#).



Position at top of placeholder

Select one or more shapes, tables or charts to adjust their position to the top of the master layout (text placeholder). If no master layout is defined on the current slide the first master layout (text placeholder) within the slide master is determined. Alternatively you can define your own custom placeholder settings within the [*Custom Settings*](#).



Position at top-right of placeholder

Select one or more shapes, tables or charts to adjust their position to the top-right of the master layout (text placeholder). If no master layout is defined on the current slide the first master layout (text placeholder) within the slide master is determined. Alternatively you can define your own custom placeholder settings within the [Custom Settings](#).



Position at right of placeholder

Select one or more shapes, tables or charts to adjust their position to the right of the master layout (text placeholder). If no master layout is defined on the current slide the first master layout (text placeholder) within the slide master is determined. Alternatively you can define your own custom placeholder settings within the [Custom Settings](#).



Position at bottom-right of placeholder

Select one or more shapes, tables or charts to adjust their position to the bottom-right of the master layout (text placeholder). If no master layout is defined on the current slide the first master layout (text placeholder) within the slide master is determined. Alternatively you can define your own custom placeholder settings within the [Custom Settings](#).



Position at bottom of placeholder

Select one or more shapes, tables or charts to adjust their position to the bottom of the master layout (text placeholder). If no master layout is defined on the current slide the first master layout (text placeholder) within the slide master is determined. Alternatively you can define your own custom placeholder settings within the [Custom Settings](#).



Position at bottom-left of placeholder

Select one or more shapes, tables or charts to adjust their position to the bottom-left of the master layout (text placeholder). If no master layout is defined on the current slide the first master layout (text placeholder) within the slide master is determined. Alternatively you can define your own custom placeholder settings within the [Custom Settings](#).



Position at left of placeholder

Select one or more shapes, tables or charts to adjust their position to the left of the master layout (text placeholder). If no master layout is defined on the current slide the first master layout (text placeholder) within the slide master is determined. Alternatively you can define your own custom placeholder settings within the [Custom Settings](#).



Distribute in master object

Select two or more shapes, tables or charts to distribute them within the master object. Master object is the first selected shape, table or chart.



Distribute in selection vertically

Select two or more shapes, tables or charts to distribute them vertically within the master object. Master object is the first selected shape, table or chart.



Distribute in selection horizontally

Select two or more shapes, tables or charts to distribute them horizontally within the master object. Master object is the first selected shape, table or chart.



Distribute in placeholder

Select one or more shapes, tables or charts to distribute them within the master layout (text placeholder). If no master layout is defined on the current slide the first master layout (text placeholder) within the slide master is determined. Alternatively you can define your own custom placeholder settings within the [Custom Settings](#).



Distribute in placeholder vertically

Select one or more shapes, tables or charts to distribute them vertically within the master layout (text placeholder). If no master layout is defined on the current slide the first master layout (text placeholder) within the slide master is determined. Alternatively you can define your own custom placeholder settings within the [Custom Settings](#).



Distribute in placeholder horizontally

Select one or more shapes, tables or charts to distribute them horizontally within the master layout (text placeholder). If no master layout is defined on the current slide the first master layout (text placeholder) within the slide master is determined. Alternatively you can define your own custom placeholder settings within the [Custom Settings](#).



Align objects to matrix

Select shapes to arrange them as matrix. Shapes will be placed in the order of selection.



Align objects to matrix with same size

Select shapes to arrange them as matrix. Shapes will be placed in the order of selection. Each shape will be aligned to master object size in order to maximize the shape effect.



Align objects to pentagon

Select shapes to arrange them as pentagon. Shapes will be placed in the order of selection.



Align objects to pentagon with same size

Select shapes to arrange them as pentagon. Shapes will be placed in the order of selection. Each shape will be aligned to master object size in order to maximize the shape effect.



Align objects to triangle

Select shapes to arrange them as triangle. Shapes will be placed in the order of selection.



Align objects to triangle with same size

Select shapes to arrange them as triangle. Shapes will be placed in the order of selection. Each shape will be aligned to master object size in order to maximize the shape effect.



Align objects to rectangle

Select shapes to arrange them as rectangle. Shapes will be placed in the order of selection.



Align objects to rectangle with same size

Select shapes to arrange them as rectangle. Shapes will be placed in the order of selection. Each shape will be aligned to master object size in order to maximize the shape effect.



Align objects to circle

Select shapes to arrange them as circle. Shapes will be placed in the order of selection.



Align objects to circle with same size

Select shapes to arrange them as circle. Shapes will be placed in the order of selection. Each shape will be aligned to master object size in order to maximize the shape effect.



Copy shape and align as shape

Select a shape to copy it and align it as matrix, pentagon, triangle, rectangle or circle.



Copy to all slides

Select one or more shapes, tables or charts to copy them to all slides.



Copy to selected slides

Select one or more shapes, tables or charts to copy them to selected slides.



Split text of objects to new shapes

Split text of shapes with more than one text line into identical shapes per text line.



Merge text of objects to one object

Merge text of one or more shapes into the master object. Master object is the first selected shape.



Change Smarter Toolbox favorites

Select your favorite Smarter Toolbox functions. These functions will be shown within the menu.

48. STANDARD PPT FUNCTIONS

DESCRIPTION

Smarter Slides provides you with functions that are not included in the default of PowerPoint. But we don't want to replace functions; we want to add new ones (smarter ones). To give you the best user

experience and to avoid a constant tab switching, Smarter Format gives you access to the most used PowerPoint functions. Change the font color or add new shapes - Everything in one place.

RIBBON



Hide / Show Standard PowerPoint functions

Click to show standard functions of PowerPoint directly within the “Smarter Format” ribbon. If functions are already shown in the ribbon, they will be hidden with another click on this button. Available standard functions are:

- Font
- Bold
- Underline
- Italic
- Font Color
- Align Text Left
- Align Text Center
- Align Text Right
- Align Text Justify
- Font Size
- Font Size Increase
- Font Size Decrease
- Text Align
- Text Direction
- Shape Fill Color
- Shape Outline Color
- Shape Effects
- Objects Align Left
- Objects Align Middle Vertical
- Objects Align Right
- Objects Align Top
- Objects Align Center Horizontal
- Objects Align Bottom
- Align Distribute Horizontally
- Align Distribute Vertically
- Object Bring To Front
- Object Send To Back
- Objects Group
- Objects Ungroup
- Objects Regroup
- Shapes Insert
- Table Insert
- Chart Insert
- Shape Height
- Shape Width

G. SUPPORTING FUNCTIONS

49. SLIDE MANAGER

DESCRIPTION

In several function there is the possibility to choose the scope of the function. Most likely the options are “Current Slide”, “Select Slides” or “All Slides”. If you have selected “Select Slide”, the Slide Manager opens directly to enable the selection of slides you would like to use for the function.

SLIDE MANAGER



Slide overview

All slides within the active presentation are displayed within the rows. Columns will show you slide number within the presentation as well as the slide title derived by the title placeholder on the respective slide.

Select or unselect a slide with a click on the respective row. If you would like to select more than one slide, hold ctrl and select the rows.



Select all slides

Click to select all rows / slides.



Clear all slides from selection

Click to select all rows / slides from slide selection.



Refresh slide overview

Click to refresh the slide overview if you have changed something (title, inserting a slide, etc.) while the Slide Manager was open. Slide overview will be populated with the current view.



OK

Click “OK” to hand-over the slide selection to the original function.

50. COLOR SELECTION MANAGER

DESCRIPTION

In several function there is the possibility to choose your own colors for elements. If you click the color button, the Color Selection Manager opens directly to enable the selection of a color.

COLOR SELECTION MANAGER



Custom colors

Click on a color field to select the respective color. Custom colors can be changed with the [*Custom Settings*](#).



Theme colors / Standard colors

Click on a color field to select the respective color. Theme colors and Standard color contain the standard PowerPoint color palette. Note that this standard palette changed with Microsoft PowerPoint 2013. If the colors do not fit to your currently used version, you can change it within the [Custom settings](#).



Currently used colors

Click on a color field to select the respective color. Currently used colors are populated with all color currently used in shapes, table or charts in your current presentation.



Color picker

Click on a color field to select the respective color. This field represents the last color saved with the Color Picker function.



RGB values (Red / Green / Blue)

Enter any number between 0 and 255 to change the RGB value for the selected color.



OK

Click "OK" to hand-over the selected color (also displayed in the selection preview) to the original function.

51. CUSTOM SETTING MANAGER

DESCRIPTION

In most cases working with a standard solution is quite comfortable. But when it comes to your own defined corporate identity, colors, fonts and working habits it can cause some additional work. Within the Smarter Slides settings, you can adjust our tool to your specific needs: Change the language, customize the color palette or select your standard fonts. Define your own slide status message and advanced template options (e.g. always adjust the templates to your custom colors). Just open the admin panel to customize your settings and make our Smarter Slides to your Smarter Slides.

CUSTOM SETTING MANAGER



General settings

Click here to open general settings.



Smarter Slides Light

If you are using Smarter Slides Unlimited (not Light!), you can choose if you want to see the Smarter Slides Light ribbon in addition to Smarter Organize and Smarter Format.



Version

Theme colors and standard color contain the standard PowerPoint colors. These colors changed with Microsoft PowerPoint 2013. If the colors do not fit to your currently used version, change it to the second option. Choose between:

- PowerPoint 2010
- PowerPoint 2013 or higher



Metric system

Choose the metric system which should be used within the pop-up windows and functions. Currently available options are:

- cm
- inches



Color and font settings

Click to here to open color and font settings such as custom colors.



Custom Font

Choose the standard font type which is within different Smarter Slides functions (e.g. Smarter Templates).



Custom colors

Click to select main custom colors which are used within different Smarter Slides functions. Available custom color types are:

- Agenda
 - Font (Level)
 - Background (Level)
 - Font (Title)
 - Background / Outline (Title)
 - Fill (Highlight)
 - Outline (Highlight)
 - Font (Highlight)
- Progress Bar
 - Fill
 - Outline
 - Font
- Status Object
 - Fill
 - Outline

After click on the color field, the Color Selection Manager window will open to enable the color selection.



Smarter Template settings

Click here to open Smarter Template settings regarding the insert prompt.



Slide layout

Choose a master layout of your presentation which will be used as target layout for the new slide. Note that this option only appears if you have previously selected “Change Design”.



Change to own colors

Check to automatically change the color of the template shapes to your own defined colors (see [Custom Settings](#)).



Change to monochrome

Check to automatically change the color of the template shapes to only one color. Base color will be the first color selected within your custom color palette (see [Custom Settings](#)) (if “Change to own colors” is checked) or the basic Smarter Slides blue.



Adjust to placeholder size and position

Check to automatically adjust the template height and/or width as well as position to the master layout (text placeholder) settings. If no master layout is defined on the current slide the first master layout (text placeholder) within the slide master is determined. Alternatively, you can define your own custom placeholder settings as well as the default selection within the [Custom Settings](#).



Color options

Click to change the color palette for the respective template. After click on the color field, the Color Selection Manager window will open to enable the color selection. Default colors can be changed within the [Custom Settings Manager](#).



Delete placeholder text

All template text shapes are filled with a placeholder text. Check to automatically delete these placeholders after inserting the template. Default selection can be changed with the [Custom Settings](#).



Slide status settings

Click here to open Slide status settings and to define custom slide status tags.



Slide status color

Click to select a color as shape fill color for the respective custom slide status. After click on the color field, the Color Selection Manager window will open to enable the color selection.



Slide status text

Enter the name of your custom slide status here.



Custom placeholder settings

Click to define placeholder settings which are used by several other functions (e.g. Adjust to Layout).



Use master layout

Choose “No” if you want to define your own placeholder. These settings are saved within variables and will be used by other Smarter Slides.

Choose “Yes” if you want to use the placeholder settings defined in the respective master layout. If no master layout is defined on the current slide the first master layout (text placeholder) within the slide master is determined.



Select a placeholder object

If a custom placeholder should be used, click here to pick an object which settings (position and size) are used for the custom placeholder. After clicking the button, a smaller window will appear. Select the object and click “OK” to continue.



Reset

Click here to reset the custom settings to the standard Smarter Slides settings.



OK

Click here to save your setting changes. After successfully saving the custom settings the pop-up window will disappear.

52. ACTIVATION KEY MANAGER

DESCRIPTION

The Activation Key Manager will guide you through the process of activating your full version license key.

RIBBON



Activation key

Insert the 16-digit activation key you have received after your successful order. Note that you do not have to insert “-” as divider. You can also copy and paste the license key.



Delete license key

Click to clear all activation key fields.



Contact

Click to get in contact with our support team if you have any problems or questions regarding the installation of Smarter Slides. After clicking your standard mail client will open.



Continue

Click “Continue” after you have entered your activation key. After successful validation of the key, the pop-up window will disappear and the installation will continue.

H. USE CASES

53. SAVE COPY

With this example you are saving a copy of your presentation in PDF format (Step 2: "PDF"). Each slide is saved in a separate file (Step 2: "Multiple") with the prefix of the current date (Step 4).



1. Open the Save dialog



2. Choose "PDF", "All Slides" and "Multiple"



3. Enter a name



4. Choose the prefix "Date (YYYYMMDD)"



5. Choose the file location



6. Confirm with "OK"

54. SMARTER TEMPLATES

With these steps you're inserting a pre-defined template. The target depends on your previous selection. If you have selected a slide, the template is going to be placed within the slide. If you haven't selected anything, the template is inserted as a new slide.



1. Open the template gallery



2. Select a template

55. CUSTOM TEMPLATES

Select some shapes, enter a name and the selected shape formation is saved to your personal folder and can be accessed from every presentation you are going to create in the future.



1. Select your designed shapes



2. Save your creation with the save button

56. AGENDA

Insert an agenda without slide numbers (Step 5) on the first page. Only the selected slides (Step 2) are shown in the list. You can also adjust the number to a hierarchy with another double click. Usually the title of a slide is represented in the agenda. If another title fits better, just select the slide, enter a new name and confirm with the displayed symbol (Step 3). The border style (Step 4) is used as the foundation for the format settings (Step 5). You can adjust the style, slides and format at any time you want. Just open the agenda wizard again.

- | | | |
|---|--|---|
|  <p>1. Open the agenda wizard</p> |  <p>2. Double click on the slides to add them</p> |  <p>3. Select a slide, enter a new title and confirm</p> |
|  <p>4. Select "Border" as layout style</p> |  <p>5. Select "No" for Slide Numbers</p> |  <p>6. Confirm the settings with "OK"</p> |

57. MINI SLIDES

Create a new slide with a picture of every other content slide. Each picture contains a link to the respective slide for navigating through your presentation.

- | | |
|--|---|
|  <p>1. Click at "Mini Slides"</p> |  <p>2. Select "All Slides" from the drop-down menu</p> |
|--|---|

58. PROGRESS BAR

Insert a slide progress bar on every slide. The default colors can be easily changed with the standard functions (Step 3) and applied to every progress bar within the presentation (Step 5).

- | | | |
|--|--|--|
|  <p>1. Insert a progress bar on every slide</p> |  <p>2. Select a progress bar on one slide</p> |  <p>3. Edit the color of the progress bar</p> |
|--|--|--|

59. SLIDE STATUS

Add a "Draft"-Status in the top-left corner of the slide. With the functions "Hide/Show" or "Remove" you can change the visibility. With "Next" it is possible to jump to the next status.



1. Open the drop-down menu from the status



2. Select "Draft" from the list

60. TAG OBJECT

Create a new tag (Step 2) and apply this tag to a group of objects (Step 5). Click "Hide" and all object with the selected tag will be invisible. To show the objects again, you just have to press "Show".



1. Select "Create Tag" from the drop-down



2. Enter a name for the new tag



3. Select the newly created tag



4. Select one or more shapes



5. Click "Add Tag"



6. Click "Hide"

61. CLEAN

Open the drop-down menu (Step 1) and choose "Remove Notes" from the list. All notes within your presentation are gone and your private thoughts remain in your head. Clear also the metadata to anonymize the author – who knows where this presentation ends when you send it to a colleague.



1. Click on "Clean"



2. Select "Remove Notes" from the drop-down

62. SPELL CHECK

Select a language setting for the whole presentation. Every object is now checked with the language of your choice.



1. Click "Spell Check"



2. Select a language out of the menu

63. TRACK AND SHOW CHANGES

Activate the Tracker (Step 1). After you have edited an object, you can see the changes and analysis the differences (Step 3). Remove the tracker and every record is deleted. You can also reset the change tracker by clicking a second time on "Track Changes".



1. Click "Track Changes"



2. Edit an object of your choice



3. Click "Show Changes"

64. GOOGLE TRANSLATE

The content for the translation is shown within the selected shape (Step 1). Now Google Translate is opened to translate the text into the language you have selected (Step 3).



1. Select a shape



2. Click "Translate"



3. Choose a language for the translation

65. FAST WIZARD

With this procedure you move all objects of the presentation (Step 3) with the same shape type as the master object (Step 2) to the top-left position of the master object (Step 6). You are able to see which objects are affected by this change (Step 4). This can for example be used to align all titles across the presentation to the same position.

1.  1. Select a shape
2.  2. Choose "Same shape type" from the list
3.  3. Select "All Slides"
4.  4. Click "Show Selection"
5.  5. Open the drop-down menu of the wizard
6.  6. Select "Top-Left"

66. FORMAT WIZARD

Select an object to define a master object (Step 1). After you have opened the Format Wizard (Step 2) you can expand the search option list with a click on the three bullets (Step 3). Every criterion you select defines the number of objects which are affected (Step 4). If you select "Same Shape Type" and "Same Position (Left)", every object with the same shape type and the same left alignment of the master object falls into the scope of the search. With the next step you choose which format options need to be applied to the objects within the search scope (Step 5). When you select "Fill and Outline" and "Font and Font Color" all objects with the same shape type and the left alignment of the master object are going to be formatted with the same fill and outline color and with the same font and font color of the master object (Step 6). Long story short: The list on the left defines the objects which are affected by the change and the list on the right shows the possible format options – always depending on the master object.

1.  1. Select an object
2.  2. Open the Format Wizard
3.  3. Click "More search options"
4.  4. Select one or more options from the list
5.  5. Select one or more format options on the right
6.  6. Confirm with "OK"

67. FORMAT PICKER

Copy a selected format style (Step 5) from one object (Step 1) to another (Step 3). You have also the possibility to copy every format option between those objects.



1. Select an object



2. Click "Format Picker"



3. Select an object



4. Open the drop-down
from the Format Picker



5. Select a paste option

68. COLOR PICKER

Copy the background color (Step 2) of one object (Step 1) as outline color (Step 5) to another one (Step 3).



1. Select an object



2. Click "Color Picker"



3. Select an object



4. Open the drop-down
from the Color Picker



5. Select a paste option

69. POSITION AND SIZE PICKER

The position of one object (Step 1) is copied (Step 5) to another object (Step 3). You can pick an object from another slide to paste the settings.



1. Select an object



2. Click "Size and Position
Picker"



3. Select an object



4. Open the drop-down from the Position Picker



5. Select a paste option

70. DISTANCE PICKER

The distance between two objects (Step 1) is pasted (Step 5) between to other objects (Step 3). It is also possible to select more than two objects as a target.



1. Select two or more objects



2. Click "Distance Picker"



3. Select two or more objects



4. Open the drop-down from the Distance Picker



5. Select a paste option

71. ADJUST TO LAYOUT

Select more than one object for this example (Step 1). You will see that the objects are depending on their previous settings increase in size. The distance between these objects is also adjusted. The size and distance are increased until the group of objects fits into the default placeholder of the master layout.



1. Select one or more objects



2. Click "Adjust to layout"

72. INCREASE/DECREASE

First, you have to select an object or objects which need to be changed in size (Step 1). With the selection "Shape and Font" you are going to adjust the size of the shape and the size of the font together to keep the ratio (Step 2). You can also change the size only of the shape by selecting "Shape". After you increased the size and font of the shape (Step 3) you are able to lock the new setting (Step 4). You can always revert the changes to the size result of Step 3 (Step 6).



1. Select an object



2. Select "Shape and Font" from the drop-down



3. Click "Increase"



4. Click "Set current Size to original size (drop-down)"



5. Click "Increase" again



6. Click "Revert changes"

73. DYNAMIC SIZE AND POSITION

Open the window to create a dynamic group of objects (Step 1). The master object defines the size and position of the dependents. To select an object just click on the red cross, select an object and press "OK" on the small window (Step 2). The depending objects react to any change within the defined relationship to the master object (Step 3). To define a relationship, you have to use the menus on the right side of the window. The dependents react to size changes of the master object when you choose "Master Width" (Step 4) Any time the master object changes its width, the depending objects change theirs, too (After refresh). The vertical distance between the master object and the dependents is defined with the "Position Options (vertical)". Select "Top" and "Keep Distance" to freeze the vertical distance between the master and the depending objects (Step 5). In this case the distance is measured between the top lines of the objects. The same logic is used for the horizontal distance (Step 6). Enter a name for the group and confirm with "OK". After defining the relations between the objects, you are now able to reposition and resize the master object as you want. When the final setting is reached, refresh the dynamic group by clicking on "Refresh current slide" within the drop-down menu of the "Dynamic Size and Position" function. Every dependent is moved to the position with the predefined distance and adjusted to the width of the master object.



1. Open "Dynamic Size and Position"



2. Select a master object



3. Select depending objects



4. Select "Master Width"



5. Select "Top" and "Keep Distance"



6. Select "Left" and "Keep Distance"

74. SELECTIVE FORMAT

Type the word you want to highlight (Step 2) with the correct case. The word "Presentation" is not highlighted when you type "presentation" (Step 3). The format options are at the bottom of the form (Step 5). Every word matching your entry is now highlighted with bold font and a color of your choice.



1. Open "Selective Format"



2. Enter a word



3. Select "Match case"



4. Select "Current Slide"



5. Select bold and choose a color



6. Confirm with ok

75. STATUS OBJECT

You can add a new status symbol with this form (Step 1). The Harvey Balls are symbols displaying the percentage of completion (Step 2). There is a new Harvey Ball inserted on your slide (Step 3). To update the status, you can edit the status symbol (Step 4) and enter a new number (Step 5). The Harvey Ball displays the new value (Step 6).



1. Open "Status Symbol"



2. Select "Harvey Ball"



3. Confirm with "OK"



4. Open "Edit" within the drop-down menu



5. Enter a new percentage



6. Confirm with "OK"

76. SMARTER TOOLBOX

Within the toolbox (Step 1) you will find a wide range of different short cuts for your daily business. Select two shapes and adjust the size (Step 3). Note: The first object you select is the base (blue shape in the icons) and the second one is the object changing its size/position (red within icons).



1. Open the toolbox



2. Select two shapes



3. Click "Copy Size"

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